

Work Experience and OJT Pre-Award Checklist

☐ WEX	☐ OJT
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Section 1: Employer Information

Complete the following Employer information.

EMPLOYER LEGAL BUSINESS NAME:		FEIN #:	UBI #:
FORMER NAME(S) UNDER WHICH EMPLOYER CONDUCTED BUSINESS:			
CONTACT PERSON:		TITLE:	
EMPLOYER ADDRESS:			
CITY:	STATE:	ZIP:	
TELEPHONE:	EMAIL:	FAX:	
TYPE OF ORGANIZATION: INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY CORPORATION ☐ FOR PROFIT ☐			
COMPANY NAICS CODE:	# OF CURRENT EMPLOYEES:	YEARS IN EXISTENCE:	
IS THE BUSINESS BEING SOLD OR MERGING WITH ANOTHER COMPANY? YES ☐ NO ☐			

Section 2: Company Review

- 1) WARN notices have previously been filed or recent layoffs have occurred. Yes ☐ No ☐
N/A ☐
- 2) (OJT ONLY if WEX select N/A) The company has not exhibited a pattern of failing to provide OJT Trainees with continued long-term employment. Yes ☐ No ☐
N/A ☐

Section 3: Meeting Federal Criteria

Please check the appropriate response for the following Employer information.

- 3) Company verifies WIOA funds will **not** be used to relocate operations in whole or in part. Yes ☐ No ☐
- 4) Company has operated at current location for at least 120 days. Yes ☐ No ☐
a. If less than 120 days and the business was relocated from another area in the U.S and individual(s), were employees laid off at the previous location as a result of the relocation? Yes ☐ No ☐
- 5) (OJT ONLY if WEX select N/A) Company commits to providing long-term employment for successful OJT Trainees. Yes ☐ No ☐
N/A ☐
- 6) WIOA funds will **not** be used to directly or indirectly assist, promote or deter union organizing. Agree ☐
Disagree ☐

- 7) The Work Experience or OJT will **not** result in the full or partial displacement of employed workers. Yes ☐ No ☐
- 8) Trainee wages to be paid are at least equal to:
- a) The Federal, state or local minimum wage (Fair Labor Standards Act). Yes ☐ No ☐
- b) Other employees in the same occupation with similar experience. Yes ☐ No ☐
- 9) The employer will comply with the non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act and its regulations. Yes ☐ No ☐

Section 4: Youth Participants ONLY (Answer for Age 16-24, N/A for 25+)

DOB _____ AGE _____

- 10) Does this employer have:
- a) age appropriateness and level of exposure to work readiness and job skills suitable for Youth customers? Yes ☐ No ☐
- b) an appropriate level of supervision available for Youth customers? Yes ☐ No ☐

Section 5: Youth Participants ONLY (Answer for Age <18, N/A for 18+)

DOB _____ AGE _____

11. Is there a background check on file at the worksite for the supervisor? Yes ☐ No ☐
12. If the answer to 11 is No **AND** the customer is under the age of 18 please run a sex offender search at <https://nsopw.gov> and attach to the Pre-Award Survey

Section 6: Signatures

Authorized Signatures

I hereby certify that the above information is, to the best of my knowledge, true and correct.

EMPLOYER SIGNATURE: _____ DATE: _____

TYPE/PRINT NAME: _____ TITLE: _____

The outcome of this pre-award interview:

Employer meets all requirements of the WEX/OJT pre-award. YES ☐ NO ☐

SERVICE PROVIDER SIGNATURE: _____ DATE: _____

TYPE/PRINT NAME: _____ TITLE: _____
