

Request for Trainee Approval

Contractor must complete one form for each trainee and submit to:

Highway Civil Rights Office e-mail: NDOT.HCRO-OJT@nebraska.gov

Contractor:		Date Form Completed:
Project No./Name:	NDOT Project Manager:	
Site Location:		
Trainee's Direct Supervisor:		
Training Program Utilized:		
<i>I acknowledge I have been given a copy of the OJT Program that I will be trained</i>		Trainee Signature:
Status: <input type="checkbox"/> Union Apprentice <input type="checkbox"/> Non-Union Trainee		
Trainee's Name:	Last Four Digits of Trainee's SSN:	Phone No.:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Race/Ethnicity: <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other:		
Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Training: (If Yes, explain below) <input type="checkbox"/> Yes <input type="checkbox"/> No	
* If Trainee had previous training, identify when, classification trained for, and number of hours completed:		
Classification to be Trained For:	Number of Hours Training to be Provided for the Classification:	
<input type="checkbox"/> New Hire <input type="checkbox"/> *Upgrade	Date Hired:	
*If Upgrade, Identify Current Classification:	If Upgrade, Identify Current Wage Rate:	
Davis-Bacon Wage:	Trainee's Wage: 1 st ½ , 3 rd Qtr. , 4 th Qtr.	
Signature - Contractor's Representative:		
External EEO: <input type="checkbox"/> Approved <input type="checkbox"/> *Disapproved	NDOT External Civil Rights Office (Signature):	Date:
*If Disapproved, provide explanation:		