Nebraska Department of Roads

Request for Trainee Approval

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

Highway Civil Rights Office • 1500 Hwy 2 • Lincoln NE 68509-4759 • Fax No. (402) 479-3728

Contractor:		Date Form Completed:
Project No./Name:	NDOR Project Manager:	
Site Location:		
Trainee's Direct Supervisor:		
Training Program Utilized:		
I acknowledge I have been given a copy of the OJT Program that I will be trained	Trainee Signature:	
Status: ☐ Union Apprentice ☐ Non-Union Trainee		
Trainee's Name:	Last Four Digits of Trainee's SSN:	Phone No.:
Gender: ☐ Male ☐ Female	Disability: ☐ Yes ☐ No	
Race/Ethnicity: ☐ Asian ☐ Black ☐ Caucasian ☐ Hispanic ☐ Native American ☐ Other:		
Veteran: ☐ Yes ☐ No	Previous Training: *(If Yes, explain below)* ☐ Yes ☐ 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:	
☐ New Hire ☐ *Upgrade	Date Hired:	
*If Upgrade, Identify Current Classification:	If Upgrade, Identify Current Wage Rate:	
Davis-Bacon Wage:	Trainee's Wage: 1st ½ , 3rd Qtr. , 4th Qtr.	
Signature - Contractor's Representative:		
External EEO: ☐ Approved ☐ *Disapproved	NDOR External Civil Rights Office *(Signature):*	Date:
*If Disapproved, provide explanation:		

DR Form 103, June 2017