



FEDERAL ON-THE-JOB TRAINING PROGRAM ENROLLMENT FORM

Date: _____

TRAINEE INFORMATION			
Last Name:	First Name:	MI:	Employee ID:
Address:			
City:	State:	Zip Code:	Phone: ()
Gender:		If other, please specify:	
Ethnicity:			
New Hire or Upgrade:	If upgrade, previous job classification:	Previous Wage:	
The candidate expressed interest in the OJT Program?			
TRAINING INFORMATION			
Proposed trainee job classification:		Training start wage:	Planned training start date:
Starting Federal-aid project:	Is the OJT Special Provision included in the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Engineer:		Division:	
CONTRACTOR INFORMATION			
Contractor:			
Contact Person:		Phone:	
Address:		City, State, Zip:	
E-mail:			

Trainee Signature

Print Name

Contractor Signature

Print Name

Civil Rights Signature

Print Name

Submit this form to ODOT's Civil Rights Division (CRD) by mail to 200 NE 21st St, Room 1-C1, Oklahoma City, OK 73105, by fax 405-522-2136, or email to mwhittington@odot.org. A signed copy must also be maintained in the project files. Upon receipt of this form and if appropriate, CRD will furnish an enrollment confirmation letter to the contractor, and the applicable Resident Engineer.

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.