



Employer Application

Employer Name: _____ Employer Contact: _____

Physical Address: _____ Mailing Address: _____

Telephone Number: _____ Fax Number: _____

1. Is your company currently involved in any labor dispute? Yes No If yes, please explain:

2. Is your company currently under investigation for worksite safety or environmental hazards or violations?
Yes No If yes, please explain: _____
3. Does your company provide a safe work environment; do you routinely conduct worksite safety inspections?
Yes No how often? _____
4. Do you provide safety training to workers prior to actual work? Yes No
5. Do you provide Personal Protection Equipment (PPE) for all workers? Yes No
6. Is public transportation available to your worksite? Yes No
7. Do you provide for a drug-free work environment? Yes No
8. Will this application displace or dislocate a current worker? Yes No
9. Will your company provide Workforce Solution's program monitors access to youth participants while at the worksite for observation? Yes No
10. Will there be any pre-hire requirements i.e. drug testing, licensing? Yes No
11. Will you be able to have a designated worksite supervisor and alternate supervisor for every 4 youth placed at your worksite? Yes No
12. How many hours of work can you provide each participant in a week? _____ (Maximum 40 hours per week)
13. Name and describe the position(s) available at your worksite. If a job description exists please attach description to this document or list and briefly describe below.

Job Title	Job Description

JOB SKILLS & COMPETENCIES

The Department of Labor will measure the success of the JOBS4YOUTH program on whether youth who have participated in employment are “work ready.” Employers must offer employment to give youth the opportunity to acquire marketable work skills, observe the relevance of academic learning to work and learn about workplace expectations and behavior. This listing illustrates some fundamental job skills and competencies which are valuable in the marketplace. Please add other skills and competencies which may be acquired at your worksites.

Fundamental Skills

Basic Skills

- Reading
- Writing
- Arithmetic & Mathematics
- Listening
- Speaking

Thinking Skills

- Creative Thinking
- Decision Making
- Problem Solving
- Knowing How to Learn
- Reasoning

Competencies

Resources

- **Allocates Time** - Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
- **Allocates Materials and Facility Resources** - Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them. Safely and efficiently acquires transports or stores resources and maintains them in good condition.

Information

- **Organizes and Maintains Information** - Organizes, processes, and maintains written or computerized records and other forms of information in a logical fashion. Understands and organizes information from computer, visual, oral and physical sources in easily accessible formats.
- **Interprets and Communicates Information** - Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.
- **Uses Computers to Process Information** - Utilizes computers to acquire, organize, analyze, and communicate information.

Interpersonal

- **Participates as a Member of a Team** - Works cooperatively with others and contributes to group with ideas, suggestions, and effort. Performs own share of tasks necessary to complete a project; encourages team members by listening and responding appropriately to their contributions and takes personal responsibility for accomplishing goals.
- **Serves Clients/Customers** - Works and communicates with clients and customers to satisfy their expectations. Actively listens to customers to avoid misunderstandings and identifies needs and communicates in a positive manner especially when handling complaints or conflict.
- **Works with Cultural Diversity** - Works well with men and women and with a variety of ethnic, social, or educational backgrounds.
- **Understands Systems** - Knows how the organization works and operates effectively within the system. Knows who has the information and where to get resources.

Technology

- **Selects Technology** - Evaluates which set of procedures, tools, or machines, including computers and their programs, will produce the desired results.
- **Applies Technology to Task** - Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems. Understands how different parts of machines interact and how machines interact with broader production systems.

WORK EXPERIENCE WORKSITE TRAINING AGENCY AGREEMENT

This agreement is entered into and between Workforce Solutions Cameron and the undersigned Worksite Training Business/Agency in connection with Jobs4YOUth and work experience programs. The purpose of this agreement is to provide a statement of responsibilities for each of the parties to this agreement.

Workforce Solutions Cameron

1. WORKFORCE SOLUTIONS will provide group or individual orientation to the worksite's direct supervisor and the alternate supervisors, prior to the assignment of a trainee to a worksite. Such orientation will include the objectives of the program, the required documentation for placement (placement authorization form), supervisory responsibilities, training responsibilities, record keeping and program regulations.
2. WORKFORCE SOLUTIONS will use the trainee's component enrollment and objective assessment results to assist with the trainee's assignment to a work site training slot.
3. WORKFORCE SOLUTIONS will provide access to a full-time employer liaison that will assist the worksite with the identification and resolution of training issues.
4. WORKFORCE SOLUTIONS will observe worksites for compliance with all objectives of the program, supervisor responsibilities, training responsibilities, record keeping, safety, and compliance with applicable program regulations including Child Labor Laws when applicable.
5. WORKFORCE SOLUTIONS will pay all subsidized trainee wages for the scheduled work hours as stated on the Placement Authorization Form and in accordance with current Federal Minimum Wage Regulations.
6. WORKFORCE SOLUTIONS will maintain a current Worker's Compensation Policy for all work experience trainees.
7. WORKFORCE SOLUTIONS may provide, at no cost to the worksite, all safety equipment required for the work experience training.

Worksite Training Business/Agency

1. Business/Agency Supervisors, direct and alternate, will attend their scheduled orientation and have a working knowledge of the objectives of the program, supervisor responsibilities, training responsibilities, record keeping and DOL regulations.
2. Business/Agency will provide full time supervisors for the trainee during their scheduled work hours. Full time supervision may be provided by the direct supervisor or the alternate supervisor. If during the training period, the worksite reassigns supervisory responsibilities associated with the trainee, the worksite, within 48 hours of such reassignment, will notify the assigned employer liaison and arrange for an individual supervisor orientation.
3. Business/Agency Supervisors will provide training listed in the Work Experience Training Outline and schedule only those work hours as stated on the Placement Authorization Form.
4. Business/Agency will provide the trainee with the full-time supervision, job training, safety training, supplies, equipment, necessary to complete assigned tasks.
5. Business/Agency will cooperate with all worksite monitoring by WORKFORCE SOLUTIONS, Workforce Solutions Cameron, the Texas Workforce Commission and program.
6. Business/Agency agrees to comply with all Wages and Hour Regulations, and all other statutes or regulations applicable to the work experience trainee.

7. Business/Agency will not discriminate with respect to any trainee or potential trainee because of race, creed, color, national origin, sex, political affiliation or beliefs. Further, they will comply with Titles VI and VII of the Civil Rights Act of 1964, as amended and all other applicable Federal, State, and Local Laws and Regulations applicable to non-discriminatory practices. Further, it is understood and agreed that trainees in the program will not be employed in the construction, operation, or maintenance of any facility used or planned for use for sectarian activities or as a place for religious worship.
8. Business/Agency shall ensure that compliance with Texas Government Code §2264.051, which states that a business that applies to receive a public subsidy¹ from a state agency shall certify that the business, or a branch, division, or department of the business does not and will not knowingly employ an undocumented worker² as defined in Texas Government Code, §2264.001(4).
9. Business/Agency agrees this project will not result in the displacement of any currently employed workers.

Other

1. Overtime, vacation, and holiday hours for trainees are not subsidized (paid) by Workforce Solutions.
2. All forms are incorporated herein by reference and shall be construed as part of this agreement.
3. Workforce Solutions reserves the right to remove trainees from the Work site(s) if violations of Workforce Solutions policy or Wage and Hour Regulations occur.

This agreement is in effect, when a duly authorized representative of worksite business/agency and WORKFORCE SOLUTIONS signatures are affixed, and shall be in force until terminated in writing by either party.

<i>Business/Agency</i> _____	<i>WFS Office</i> _____
<i>Address</i> _____	<i>Address</i> _____
<i>City, State, ZIP</i> _____	<i>City, State, Zip</i> _____
<i>Contact Phone #</i> _____	<i>Contact Phone</i> _____
<i>Authorized Representative Printed Name & Title</i> _____	<i>Authorized Representative Printed Name & Title</i> _____
<i>Signature</i> _____	<i>Signature</i> _____

¹ *Public Subsidy* is broadly defined Texas Government Code §2264.001(3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

² *Undocumented worker* is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States.

ORIENTATION TO COMPLAINT PROCEDURE FOR SERVICE PROVIDERS

The policy of Workforce Solutions is to resolve complaints in a fair and prompt manner. Workforce Solutions administrative directive on GRIEVANCE PROCEDURE establishes the guidelines for the resolution of grievances/complaints and requires this orientation sheet be received and acknowledged by all individuals or organizations providing services to Workforce Solutions under contract or agreement.

Acts of restraint, interference, coercion, discrimination or reprisal towards complainants exercising their rights to a file a grievance under Workforce Solutions policy are prohibited. A complainant is the individual or organization filing a grievance/complaint. A respondent is the individual or organization against whom a grievance/complaint is filed. Inquiries regarding the resolution of grievances should be addressed to:

**Workforce Solutions Cameron
245 East Levee Street
Brownsville, Texas 78520
Phone: (956) 548-6700**

Every effort should be made to resolve your grievance at the optimum management level. The Workforce Solutions Officer is available to assist, as necessary, in the grievance resolution process. The time limit to file a complaint under the Workforce Solutions' grievance procedure is 30 calendar days from the date of the event that leads to the filing of the grievance. A copy of the Workforce Solutions' Policy and Procedure is available upon request.

EQUAL OPPORTUNITY IS THE LAW

The Board is prohibited from discriminating on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only. If you think that you have been subjected to discrimination, you may file a complaint within 180 days from the date of the alleged violation with the Equal Opportunity Officer at the:

**TEXAS WORKFORCE COMMISSION
WORKFORCE DEVELOPMENT DIVISION
EQUAL OPPORTUNITY OFFICE
101 E. 15th STREET
AUSTIN, TEXAS 78778
Telephones: (512) 936-0342; (TDD): 1-800-735-2989, Voice 1-800-735-2988**

Or you may file a complaint directly with the:

**DIRECTOR, DIRECTORATE OF CIVIL RIGHTS (DCR)
U.S. DEPARTMENT OF LABOR
200 CONSTITUTION AVENUE NW, ROOM N4123
WASHINGTON, D.C. 20210**

If you elect to file your complaint with the Texas Workforce Commission (TWC), you must wait until the TWC issues a decision or until 60 days have passed, whichever is sooner, before filing with DCR (see address above). If the TWC has not provided you with a written decision within 60 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with DCR within 30 days of the expiration of the 60 day period. If you are dissatisfied with the TWC's resolution of your complaint, you may file a complaint must be filed within 30 days of the date you received notice of the TWC's proposed resolution.

By my signature below, I acknowledge this orientation to Workforce Solution's complaint procedures for services providers and the statement regarding EQUAL OPPORTUNITY IS THE LAW:

Signature of Contractor's Representative

Date