

Workforce Escarosa, Inc.
ON-THE-JOB-TRAINING (OJT) AGREEMENT
& WORK ORDER
WIA/WT

OJT CONTRACT#	Funding Source: A DW
Company Name:	Company FEIN#
City, State:	Zip Code:
Telephone Number:	
Trainee Name:	SS#

This contract by and between Workforce Escarosa, Inc., hereinafter called “Escarosa”, and the Company OJT Contractor named above, hereinafter called “Employer”, is entered into for the purpose of providing on-the-job-training in accordance with the rules and regulations of either Workforce Investment Act (WIA), or Welfare Transition Program (WT).

Employer agrees that they meet and understand the following guidelines necessary for On the Job Training:

- a. A private sector business that has been in operation for at least one year prior to the current fiscal year.
- b. The positions available are newly created within the past three months.
- c. Job opening has been advertised on the Employ Florida Marketplace (EFM) management information system.
- d. Applicants have registered with EFM and have met the eligibility requirements for either the Workforce Investment Act (WIA) or the Welfare Transition Program (WT).
- e. On the Job Training will not exceed \$3,000.00 per trainee and will not exceed \$15,000.00 per employer.
- f. All other policies regarding prior work experience, skill level of the occupation, skill level of the participant to justify an OJT.

Employer states that they are in business within one of the six recognized targeted industry clusters for NW Florida as follows:

- a. Aerospace
- b. Defense
- c. Life Sciences (Medical Device Manufacturing, Medical Technologies, Biotechnology and Health Services)
- d. Information Technology/Software Development and Electronics
- e. Alternative Energy
- f. Construction Services

Employer agrees to: Employ and train future trainees as specified on an individual work order that have been certified by Workforce Escarosa to be eligible for services under either Workforce Investment Act (WIA), Welfare Transition Program (WT), which ever is applicable. The employer shall not place the trainee in training prior to the agreed upon training begin date and the reimbursable training shall be completed by the end date as indicated in this Work order or modification thereto in accordance with the agreement Terms.

Employer further agrees to:

- a. Comply with all Federal and State labor laws.
- b. Comply with the attached “General Terms and Assurances”.
- c. Submit billing for training cost stipulated in the General Terms Attachment D, Paragraph F.
- d. Complete periodic progress and performance reports pertaining to the participant being trained under this agreement.
- e. Provide training as specified in the Training Outline to the participant for the position specified.
- f. To employ a trainee only after work order is signed.
- g. Authorize a representative to sign all OJT Documentation
- h. Is under no obligation to hire trainees.

