MONTANA
Department of Transportation

MDT-CIV-042 05/26

Previous versions obsolete

Office of Civil Rights
On-the-Job Training
Trainee Eligibility Request

OJT Program Manager:
Chris Ferguson
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406-444-6945

Instructions: Complete a separate form for each proposed trainee. Submit to OJT Program Manager. The trainee must be approved before they begin work in the training program.

PROJECT INFORMATION	
Contract ID:	**Fed/State Project Number:**
Project Description:	**Training Goals Assigned:**
Prime Contractor:	**Engineering Project Manager:**
CONTRACTOR CONTACT INFORMATION – The contractor fulfilling the OJT requirement.	
Contractor:	**OJT Representative:**
Email Address:	**Phone Number:**
Trainee's Direct Supervisor:	**Trainer** (if someone other than Supervisor)

PROPOSED TRAINEE	
Trainee's Legal Name (First, MI, Last)	
Last 4 Digits of SSN:	☐ **New Hire – Hire Date:** ☐ **Upgrade – Current Classification:** **Current Wage:**
☐ **State/Federal Registered Apprentice:** **Apprentice ID:** **Hours completed to date:** ☐ **Union Apprentice/Trainee:** **Union Number:**	
Gender: ☐ Male ☐ Female	**Veteran:** ☐ Yes ☐ No **Disability:** ☐ Yes ☐ No
Race/Ethnicity: ☐ American Indian / Alaska Native ☐ Asian ☐ Black ☐ Hispanic ☐ Native Hawaiian / Pacific Islander ☐ Two or More Races ☐ White/Caucasian	
Training Program Utilized:	**Previous Training –** When, classification/group, hours completed:

TRAINEE ACKNOWLEDGEMENT
Trainee Signature: ☐ *I am aware that I am being proposed as a potential trainee and I have been provided with a copy of the associated training program and wage progression.*

CONTRACTOR ACKNOWLEDGEMENT	
*I have provided the proposed trainee with a copy of the approved OJT program and associated wage progression as outlined in the **OJT Program Manual**.*	
Contractor Signature (Ink or Electronic)	**Date**

MDT USE ONLY **DISSEMINATION:** Contractor, EPM, CAS	
OJT Program Manager	☐ **Approve** ☐ **Disapprove**
If disapproved, provide explanation:	
Hours worked in training classification prior to approval will not count, be credited, or reimbursed.	