Request for Apprentice

Please complete and send this *Request for Apprentice* to your apprenticeship committee. Ask them to complete the boxed portion below explaining their response to your request and forward to mur-mer@portlandoregon.gov.

To:			
Fax #:		**Number of Pages:**	
From:		**Contact:**	
Phone:		**Fax:**	
Date:		**Time:**	

Apprentice Request:

As a registered Training Agent, I am using this form to request referral of an apprentice for employment with my company in cooperation with the City's Workforce Training & Hiring Program, which requires that 20% of my total hours, per trade, are worked by state-registered apprentices. The project I am working on also contains goals for minority and female participation, therefore, ***please refer ethnic minorities and women, for my consideration.***

Apprentice referral is needed by this date: Work Starts:

Expected Length of Employment: Project:

Job Site Location: Compliance Agency: City of Portland

Number of Apprentices: Trade/Occupation:

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Minimum qualifications (if different from apprenticeship standards):

Safety needs: ☐ Hard hat ☐ Gloves ☐ Hard-toed boots Other?

Please send this Request for Apprentice form to your apprenticeship committee with a copy to: City Workforce Training & Hiring Program
mur-mer@portlandoregon.gov

Apprenticeship Committee Instructions:

Please complete and email to City Workforce Training & Hiring Program at mur-mer@portlandoregon.gov.

☐ We were able to dispatch an apprentice meeting the guidelines above.
Name of Apprentice *Race:* A (Asian) *Gender:* M (Male) *Term:*

☐ We were unable to dispatch an apprentice meeting the guidelines above because: