

## WORKER REQUEST FORM

*For projects subject to the Workforce Training & Hiring Program*

**To the Contractor:**

Please complete and send this form, when requesting workers to fulfill all hiring requirements for this project. A copy of the form must be sent to the Compliance Specialist assigned to the project.

<b>To:</b>					
<b>From:</b>		<b>Phone:</b>		<b>Email:</b>	
<b>Business Name:</b>		<b>Business Address:</b>			
<b>Project Name:</b>					

**Worker Request**

I am a contractor on a City of Portland Project, which falls under the Workforce Training and Hiring Program. This project requires me to make reasonable and necessary efforts to employ a diverse workforce and achieve the 18% minority and 9% female goals established by the City. I am using this form to request a worker(s) for employment with my company. Therefore, please refer ethnic minorities and women, for my consideration.

Number/Level of Workers Needed:		Apprentice	Journey Level		
Trade/Occupation:		Job Site Location:			
Work Starts:		Expected Length of Employment:			
Please provide a brief description of the Job Requirements:					
This job requires:	Driver's License Hard Hat Minimum Age Section 3 Resident	Physical Exam Gloves	Union Membership Hard-toed boots Drug Test	Background Check Minimum Education Other	
Duties (list the actual tasks that the employee will perform on the job:					
Hours per Week:	Full Time	Part Time			

**TO BE FILLED OUT BY REFERRING PARTY:**

Please complete this section and send back to the requesting Contractor with a copy to the City of Portland, Workforce Program Manager at [Cathleen.Massier@portlandoregon.gov](mailto:Cathleen.Massier@portlandoregon.gov) or 503.865.3455.

We were able to dispatch a worker meeting the guidelines above:

Name of worker(s):

Name of worker(s):

Name of worker(s):

We were unable to dispatch a worker meeting the guidelines above.