

**LIMITED ENERGY JATC INTENT TO INTERVIEW FORM  
READY FOR EMPLOYMENT POOL**

RANK #: _____
---------------

TRAINING AGENT NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**Please check the applicable boxes regarding the outcome of the interview**

*Make additional notes and/or comments as needed*

- Did not interview** because: \_\_\_\_\_
  - Disconnected phone / invalid contact information (unable to reach applicant)
  - Left message(s) – no call back       Applicant did not appear for interview
  - Previous Employee – Not Rehired
  - Other: \_\_\_\_\_
- Interviewed and not hired.** Reason(s)\*:
  - Invalid or no driver’s license       Unable to insure on operating company vehicles
  - Pre-employment drug screening       Criminal background check
  - Other: Company policy\*, which states: \_\_\_\_\_

**Interviewed and hired:** (the apprenticeship department needs to be notified ASAP)

**New employee/apprentice official start date with company:** \_\_\_\_\_

Note: Remember the apprenticeship department needs a minimum of 24 to 48 hour notice of new hire in order to issue your new employee their temporary apprentice card. Also we have to schedule and complete a new apprentice orientation which takes about 30-45 min with them before they can work out in the field as an apprentice for your company.

**Please have new employee/apprentice contact me at 503-598-7789 to schedule a time**

**TRAINING AGENT ARE REQUIRED TO COVER WITH NEW APPRENTICES**

- Company Policies (*If Applicable*)
- Appropriate Work Attire (uniform, boots, vest, safety gear, etc.....)
- Tools Required (hammer, screwdrivers, drill, tool bag, etc.....)
- Apprenticeship Educational Benefits (*If Applicable example: tuition reimbursement, books, etc...*)

For the purpose of staying in compliance with Limited Energy JATC and Apprenticeship laws, must update their company ratio in order to hire a new apprentice from the out of work or ready for employment pool. The minimum ratio for this apprenticeship program is 1:1.

**Please list all licensed Journey-level workers (JLE, LEA or LEB) and all current apprentices including your new hire. You can attach a separate page if necessary.**

#	License #	Journeyman Name	#	Apprentice Name
1.			1.	
2.			2.	

**Please fill out this form and fax it back to the IEC Apprenticeship Department (503) 598-1192**

\*If the training agent rejects an applicant, the agent must provide the committee with a written, job-related reason which is consistent with the training agent’s employment policies and applicable state and federal EEOA requirements (as listed above).