



## JOB SITE REQUEST FORM

BUSINESS OR AGENCY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

WORKSITE ADDRESS: \_\_\_\_\_

WORKSITE PHONE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ NUMBER PEOPLE NEEDED? \_\_\_\_\_

JOB DESCRIPTION: (Attach your own job description).

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JOB SKILLS REQUIRED: \_\_\_\_\_

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WORK SCHEDULE: \_\_\_\_\_

LANGUAGE REQUIREMENT: \_\_\_\_\_

JOB SKILLS WILLING TO TEACH: \_\_\_\_\_

TOOLS/UNIFORMS REQUIRED FOR JOB: \_\_\_\_\_

LIST ANY HAZARDOUS SUBSTANCES, EQUIPMENT OR MATERIALS USED ON THE JOB:

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DOES YOUR JOB SITE REQUIRE? CDL YES  NO  IF YES, WHAT TYPE? \_\_\_\_\_

TB TEST? YES  NO  FINGERPRINTING? YES  NO  BACKGROUND CHECK? YES  NO

ARE REASONABLE ACCOMODATIONS AVAILABLE FOR PERSONS WITH DISABILITIES? YES  NO

IS THE JOB SITE ACCESSIBLE TO PUBLIC TRANSIT? YES  NO

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PRIMARY SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALTERNATE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_



**Under Federal Displacement rules, SET participants may not:**

1. Replace or displace a paid worker or fill an existing paid position.
2. Infringe upon promotional opportunities which would otherwise be available to a person currently employed.
3. Fill other than an entry level position in any promotional line prior to compliance of applicable personnel procedures and collective bargaining agreements.
4. Generate job restructuring; new job classifications may not be developed to negate established procedures or to displace currently employed workers.
5. Work at a job site during a labor dispute resulting in a lock out or strike.

**Reduction in Workforce:** Any former employee who meets 200% of the Federal Poverty Guideline, or is a CalWORKs participant, may return to their position under a SET contract.

**Public Agencies:** Generally, any SET placement within a public agency must be in an unbudgeted or unfunded position. However, laid off public agency employees whom are eligible for the SET program by meeting 200% of the Federal Poverty Guideline or is a CalWORKs participant may return to their former position under an SET contract.

**IS YOUR JOB SITE THE OFFICE OF AN ELECTED GOVERNMENT OFFICIAL? YES  NO**

**IF YOU ANSWERED YES, PLEASE READ AND CONSIDER THE FOLLOWING:**

Normally, program participants will not be placed for employment in the office of an elected government official. For example, where the auditor, sheriff, and district attorney are elected, employment in such offices is prohibited due to possible involvement with partisan or nonpartisan political activities. However, if the particular position is in a non-political area involving the official's non-political responsibilities such as filing, bookkeeping, or record keeping, employment is permitted.

Signature of Business/Agency Representative:

Date: \_\_\_\_\_

**Please fax to (831) 423-8968 or**

**Contact Shoreline Workforce Development Services at (831) 429-6415, ext. 213**