STATE OF ALASKA

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

APPRENTICE/TRAINEE EMPLOYMENT REPORT

The contractor/approved subcontractor must submit this report to the Engineer for approval each construction season on or before the date that each apprentice or trainee is hired or rehired. Section 645 Training is intended for minorities and women. If a contractor wishes to train a non-minority male for credit under Item 645, the contractor must submit documentation of good faith efforts (specified in 645-2.01) to the Engineer. There will be no payment for training hours prior to the approval of this completed report and verification of applicable good faith efforts.

Project No. (Federal/State)	Project Name	
Contractor	Apprentice[1]/Trainee[3] Name	
Social Security No.	Date of Birth	Start Date (this project)
Mailing Address	Email Address	
Job Class	Wage Scale[2] _____ Percentage of Journey Scale _____%	

Employee Status: New Hire ☐ Re-hire ☐ Upgrade ☐ Transfer ☐

Gender: Female ☐ Male ☐

Ethnicity: Alaska Native ☐ American Indian ☐ African American ☐ Asian/Pacific Islander ☐ Caucasian ☐ Hispanic ☐

_____ Signature of Authorized Company Representative

_____ Date

_____ Point of Contact

_____ Phone

_____ Address

For the Engineer:

Did the apprentice (s) start training within two (2) weeks of the start date indicated on Form 25A-311

Yes ☐ No ☐ .

_____ Signature of Engineer

_____ Date Approved for Credit

1 An apprentice is a person enrolled in a USDOL/OA training program (union or non-union).
2 A copy of a union dispatch list must accompany this form for each union apprentice hire.
3 A trainee is a person enrolled in an ADOT&PF approved training program.

Distribution after approval by Engineer to:

Project Files
Regional Contract Compliance Office
Civil Rights Office, P. O. Box 196900, Anchorage, Alaska 99519-6900
Contractor