



ESE EMPLOYEE REQUEST FORM

DATE: _____

BUSINESS OR AGENCY: _____ NATURE OF BUSINESS: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

WORKSITE ADDRESS: _____

WORKSITE PHONE: _____ WORKSITE FAX NUMBER: _____

JOB TITLE: _____ NUMBER PEOPLE NEEDED? _____

HOURLY WAGE: _____ STATE UNEMPLOYMENT INSURANCE RATE: _____

JOB DESCRIPTION: (Attach description if available, or allow us to develop one) _____

JOB SKILLS REQUIRED: _____

WORK SCHEDULE: _____

LANGUAGE REQUIREMENT: _____

EDUCATIONAL REQUIREMENTS: _____

TOOLS/UNIFORMS REQUIRED FOR JOB: _____

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

DOES YOUR WORKSITE REQUIRE CDL? YES ☐ NO ☐ IF YES, WHAT TYPE? _____

TB TEST? YES ☐ NO ☐ FINGERPRINTING? YES ☐ NO ☐ BACKGROUND CHECK? YES ☐ Company provides a background NO ☐

PHYSICAL EXAM? YES ☐ NO ☐ DRUG TEST? YES ☐ NO ☐

ARE REASONABLE ACCOMMODATIONS AVAILABLE FOR PERSONS WITH DISABILITIES? YES ☐ NO ☐

IS THE WORKSITE ACCESSIBLE TO PUBLIC TRANSIT? YES ☐ NO ☐

PRIMARY SUPERVISOR: (print): _____

PRIMARY SUPERVISOR: (sign): _____ PHONE: _____

ALTERNATE SUPERVISOR: _____ PHONE: _____

EMAIL ADDRESS: _____ FAX NUMBER: _____

Under Federal Displacement rules, Expanded Subsidized Employment participants may not:

1. Replace or displace a paid worker.
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 with 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 worksite during a labor dispute resulting in a lock out or strike.

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.

Name of Business/Agency Representative

Signature of Business/Agency Representative

Date

Email to: arenteria@goodwillvsb.org

Or fax to (805) 988-1626

Goodwill Industries of Ventura and Santa Barbara Counties

130 Lombard Street, Oxnard, CA 93030

Phone Number (805) 981-0130

Fax Number (805) 988-1626