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| --- | --- | --- | --- |
| **Date:** |  | **Completed By:** |  |

**BUSINESS INTAKE FORM**

|  |  |
| --- | --- |
| **Employer Name:** |  |
| **Physical Address****City/State/ZIP:** |  |
|  |
| **Mailing Address****City/State/ZIP:** |  |
|  |
| **Employer FEIN #** |  | **DUNS #** |  |
| **Employer Owner/CEO Name:** |  | **Title:** |  |
| **Owner #:** |  | **E-mail:** |  |
| **Secondary #:** |  | **E-mail:** |  |
| **Main Employer Contact Name:** |  | **Title:** |  |
| **Contact #:** |  | **E-mail:** |  |
| **Secondary #:** |  | **E-mail:** |  |
| **Union/Non-union:** |  | **Is This the Main Office:** |  |

**BUSINESS TYPE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Construction |[ ]   | Hospitality  |[ ]   |
| Manufacturing  |[ ]   | Health Care  |[ ]   |
| Finance |[ ]   | IT  |[ ]   |
| Educational |[ ]   | Gov/Non-Profit |[ ]   |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
|  |  |  |  |  |  |

**BUSINESS INFORMATION**

|  |
| --- |
| 1. What is the chief product or service?  |
|  |  |

2. What is/are the industry sector & (optional) NAICS codes? (NAICS) Code (<http://www.census.gov/eos/www/naics/>)

|  |  |
| --- | --- |
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|  |  |
| --- | --- |
| 3. Does this business have other locations?  | YES [ ]  NO [ ]  If YES, Please list below? |
|  |  |

**BUSINESS INFORMATION CONT.**

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| --- | --- | --- | --- |
| 4. Number of full/part time employees? |  | Number of Apprentices? |  |

|  |  |
| --- | --- |
| 5. Are you a Registered Apprenticeship Sponsor? | YES [ ]  NO [ ]  If yes/no, would you be interested in becoming a Sponsor or learning more or expanding your program? |
|  |  |

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| --- |
| 6. Any immediate apprenticeship needs?  |
|  |
| Timeline: |  |

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| --- |
| 7. Are hiring decisions for this facility made at an offsite or centralized location? YES [ ]  NO [ ]   |
| If YES, where: |  |

8. What are this organization’s biggest challenges in meeting current workforce needs?

Select three of the biggest challenges:

[ ]  Finding qualified applicants with necessary **technical skills**

[ ]  Finding qualified applicants with the necessary **basic education skills** (math, reading, writing, etc.)

[ ]  Finding qualified applicants with necessary **soft skills** (punctuality, communication, critical thinking, etc.)

[ ]  Retaining qualified workers

[ ]  Lack of applicants

[ ]  Cost of providing training

[ ]  Public perception/reputation of the industry

[ ]  Public transportation access

[ ]  Other (please specify):

|  |
| --- |
|  |

9. What tools/strategies does this organization use to recruit applicants? Check all that apply.

[ ]  Online job postings

[ ]  Job postings in local newspapers

[ ]  Participation in job fairs

[ ]  Partnership with a staffing service

[ ]  Participation in employer associations

[ ]  Incentives for current employees who make successful referrals

[ ]  Job Center or Public Sector Workforce Development Program

[ ]  Other (please specify):

|  |
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|  |

10. What level of education/training is generally required for entry-level positions within this organization at the time of hiring? Check all that apply.

 [ ]  No education / training requirements [ ]  High school diploma / GED [ ]  License / Certification [ ]  Technical diploma [ ]  Associate or Bachelor’s Degree [ ]  Varies by position

[ ]  Other (please specify)

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**BUSINESS INFORMATION – Completed by Agency**

1. What is the type, length and history of this relationship? Please provide further detail in area below.

[ ]  Potential/Developing [ ]  New [ ]  Established [ ]  Re-established

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|  |

2. What are the 6 digit NAICS codes for the company? (NAICS) Code (<http://www.census.gov/eos/www/naics/>)

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| --- |
|  |

3. Is this business an apprenticeship sponsor? YES [ ]  NO [ ]  POTENTIAL [ ]

 Which trades/crafts if Yes/Potential:

|  |
| --- |
|  |

4. What business services has your agency provided to date? Check all that apply.

[ ]  Developed New Registered Apprenticeship Program

[ ]  Expanded Registered Apprenticeship Program

[ ]  Apprenticeship Placement

[ ]  Enhanced Apprenticeship Services/Offerings

[ ]  Apprenticeship Educational Outreach Group Participant

[ ]  Provided Apprenticeship Recruitment Services

[ ]  Apprenticeship Program Awareness

[ ]  No Services to Date

[ ]  Other (please specify):

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| --- |
|  |

4. What are the expected outcomes and timeline for these?

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| --- |
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5. Other/Notes?

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6. Follow-up meeting set?

[ ]  YES - If YES, When? [ ]  NO - If NO, why not?

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|  |

Name (please print)

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|  |  |  |

Business Services Signature Date