

Kansas Department of Transportation Request for Trainee Approval

1. Complete one form for each trainee prior to the trainee beginning work.
2. Forward 2 copies to project engineer.

Contractor		Date
Federal Project No.	State Project No.	Contract No.
Training Sponsor		
<input type="radio"/> Union Apprentice		<input type="radio"/> Non-Union Trainee
Superintendent		Job Site Phone
Job Site Address		
Trainee Name		
Home Address		
City	State	Zip
Phone	Sex <input type="radio"/> Male <input type="radio"/> Female	
Social Security Number		
Ethnic Background <input type="radio"/> White <input type="radio"/> Black <input type="radio"/> Native American <input type="radio"/> Hispanic <input type="radio"/> Asian		
Current Status <input type="radio"/> New Hire <input type="radio"/> Upgrade		Job Being Trained For
Date Hired		Hours to Train
Name of Trainee's direct Supervisor		
Davis-Bacon Wage \$		Trainee Wage \$
Area Engineer <input type="radio"/> Approved <input type="radio"/> Disapproved		
Signature _____		Date _____
Civil Rights <input type="radio"/> Approved <input type="radio"/> Disapproved		
Signature _____		Date _____

Instructions for KDOT Form 1002

Request for Trainee Approval

This form is to be completed by the prime contractor and submitted to the area engineer for approval. The area engineer is approving the job classification based on the opportunity available to train in that craft. The trainee must be approved before the Notice to Proceed can be issued. If a trainee has not been selected at that point, submit the form with the classification selected but with the trainee name, etc. omitted. As soon as the trainee is hired, submit a revised Form 1002 with the missing information.

Contractor - the name of the prime contracting firm.

Date - The date of submittal. (Prior to the Notice to Proceed)

Training Program - The name of the approved program to be used.

Apprentice - For Union Workers

On the Job - For Non-Union Workers.

Superintendent - The name of the daily manager for this project.

The balance of the form is self-explanatory. Please address any questions to Office of Chief Counsel, Civil Rights Section at (785) 296-7940.