

INSTRUCTIONS FOR COMPLETING THE WORKSITE APPLICATION/AGREEMENT AND POSITION REQUEST FORMS

I. WORKSITE APPLICATION/AGREEMENT:

This form has two purposes:

First: When signed and submitted by the Agency Director with signatures of appropriate agency supervisors, it establishes authority for the Agency to apply to be a WorkNet Worksite.

Second: When countersigned by EEDD/WorkNet's authorized signature, it becomes a binding two-party agreement.

A final copy of the Worksite Application/Agreement with the Agency Director's signature or designee, EEDD/WorkNet's authorized signature and all of the Agency Worksite Supervisor's signatures will be provided to each worksite by WorkNet staff.

Please read the Worksite Application/Agreement carefully, as worksites will be monitored for compliance with these terms. **SPECIAL EMPHASIS WILL BE PLACED ON PARTICIPANT SAFETY AT THE WORKSITE.**

II. POSITION REQUEST:

The information on this form will be used to evaluate the quality of work experience to be provided. It will also serve as the "Job Order" for selected worksites.

One copy of this form must be submitted for each job classification and each worksite.

For example: If your Agency has one worksite and wishes to employ Clerical Aides and Maintenance Trainees - two Position Request forms must be submitted (one for each job classification).

If your Agency has two worksites and wishes to employ Clerical Aides and Maintenance Trainees at both worksites, four Position Request forms must be submitted (one for each job classification at each worksite).

III. WORKSITE AGREEMENT ACTIVITY:

Please check the appropriate box on page one of this Agreement to indicate the work activity in which you are participating.