

ON-THE-JOB TRAINING OUTLINE AND JOB DESCRIPTION

(Description of processes, operations, or skills to be learned during time for which wages are paid by Employer)

(Complete a separate form for each participant)

EMPLOYER NAME CONTRACT NUMBER								
OCCUPATION FOR WHICH TRAINING WILL BE GIVEN					O*NET CODE		SVP LEVEL	
SELECT FUNDING SOURCE ADDITIONAL F					FUNDING INFORMATION			
INITIAL WAGE RATE	ENDING WAGE RATE	TOTAL OJT WAGE REIMBURSEMI			OJT REIMBURSEMENT RATE (%) HOURS PER WE			
PARTICIPANT'S NAME					D	SOCIAL SECURITY NUMBER (LAST 4 DIGITS)		
BEGINNING DATE OF TRAINING ANTICIPATED ENDING DATE OF TRAINING								
JOB DESCRIPTION								
TRAINING OUTLINE (ACTIVITIES)								ESTIMATED NUMBER OF HOURS
<i>If necessary, additional training outline</i> <i>entries, or information describing training</i> <i>activities, can be continued on a separate</i> <i>sheet and attached to this form.</i>					TOTAL HOURS			
NOTE: It may be necessary to deviate from the above schedule, depending on the trainee's ability to gain and retain knowledge of the various tasks within the occupation. Hours indicated are estimates. The trainee also may be assigned to perform other duties as required by the employer. These would be duties expected of any new or inexperienced employee and could include cleaning of the work area.								
EMPLOYER/TRAINER NAME EMPLOYER/TRAINER SIGNAT						DATE		
PARTICIPANT'S SIGNATURE DATE								
For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627). • Missouri Division of Workforce Development is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.								