

EMPLOYER APPLICATION

This is an application to the State Approving Agency to train veterans in accordance with Section 3677, Title 38, U.S.C. (CFR 21.4262).

PART I - IDENTIFICATION

Name of Establishment \_\_\_\_\_  
Address, City, Zip, County \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

PART II - EMPLOYER CERTIFICATION AND AGREEMENT

A. Certification

1. I do hereby certify the following statements to be true and correct:
  - a. The job which is the objective of the training is one in which progression and appointment to the next higher classification are based upon skills learned through the organized training on the job, and not on such factors as length of service and normal turn-over.
  - b. The training content of the course is adequate to qualify the veteran for appointment to the job for which he is to be trained.
  - c. The job customarily requires a period of training of not less than six months and not more than two years of full-time training.
  - d. The length of the training period is no longer than that customarily required by the training establishment and other training establishments in the community to provide the veteran with the required skills, arrange for the acquiring of job knowledge, technical information, and other facts which the veteran will need to learn in order to become competent on the job for which he is being trained.
  - e. Provision is made for related instruction for the individual veteran who may need it.
  - f. There is in the establishment adequate space, equipment, instructional material, and instructor personnel to provide satisfactory training on the job.
  - g. Adequate records consisting of payroll, conduct, and progress on the job, and time spent on the job are kept and will be made available to the State Approving Agency and the Veterans Administration to review.
  - h. The veteran is not already qualified by training and experience for the job.
    - i. Wages to be paid the veteran upon entrance into training are not less than wages paid to non-veterans in the same training position and are at least 50% of the wages paid for the job for which he is to be trained, and will be increased in regular periodic increments until, not later than the last full month of the scheduled training period they will be at least 85% of the wages paid for the job for which the veteran is being trained.
  - j. There is reasonable certainty that the job for which the veteran is to be trained will be available to him at the end of the training period.
  - k. The training program and wage schedule submitted with this application is in conformity to State and Federal Standards for other On-the-job Training and is to the best of my knowledge and belief, an accurate and complete plan of what we will follow. The wage schedule of this agreement does not supersede or abrogate the provisions of the Fair Labor Standards Act or other Federal and State Statutes.
  - l. A signed copy of the training agreement, including the training program and wage scale as approved by the State Approving Agency is provided to the veteran or eligible person, to VA and to the State Approving Agency by the employer.

2. Official's Name and Title: \_\_\_\_\_

3. Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART III SCHEDULE OF WAGES OR SALARY AND VACATION**

School Name \_\_\_\_\_

**A. Wages or Salary:**

Step	Rate		Step	Rate	
1	_____ / _____		6	_____ / _____	
2	_____ / _____		7	_____ / _____	
3	_____ / _____		8	_____ / _____	
4	_____ / _____		9	_____ / _____	
5	_____ / _____		10	_____ / _____	

Conclusion Wage: \_\_\_\_\_ / \_\_\_\_\_ rate based on \_\_\_\_\_ hours a week \_\_\_\_\_ weeks a year.  
Type: \_\_\_\_\_ Hours: \_\_\_\_\_ Weeks: \_\_\_\_\_

**B. Vacation Schedule:** \_\_\_\_\_

**PART IV - VOCATIONAL OBJECTIVE - LENGTH - CAPABILITY**

**A. Job Title:** \_\_\_\_\_ **DOT Code:** \_\_\_\_\_

**B. Length of Training Program:** \_\_\_\_\_

1. \_\_\_\_\_ trained workers are employed in the above listed job title.
2. \_\_\_\_\_ is the maximum number which can be trained with the existing facilities and personnel.
3. \_\_\_\_\_ trainee(s) are now employed in the above listed occupation.

**PART V - DESCRIPTION OF TRAINING PROGRAM**

**A.** A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be preformed, and the approximate length of time to be spent on each operation or task is attached to this application.

NOTES

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_ County: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

- A. This is a notification of:
  - 1. New Approval
  - 2. Revised Approval
  - 3. Withdrawal of Approval
  - 4. Suspension of Approval

B. Authority for this notification:

1.  CFR 21-4262 (Other Training On-the-Job Courses)

2. a.  CFR 21-4259(A)(1) Duration of Suspension is \_\_\_\_\_ days.

CFR 21.425(A)(1) permits suspending an approval for a period of time up to sixty (60) days.

b. Reason(s) for suspension: \_\_\_\_\_

c. Effective Date: \_\_\_\_\_

3. a.  Title 38, U.S.C., Section 3679 (Withdrawal of Approval)

b. Reason(s) for withdrawal: \_\_\_\_\_

c. Effective Date: \_\_\_\_\_

C. Conditions for approval are indicated on Employer Application dated: \_\_\_\_\_

D. Remarks: Date completed approval package received by SAA: \_\_\_\_\_

E. Enclosures:

SAA-1, Pages 1 & 2

VA Form 22-8794

Training Outline

Other \_\_\_\_\_

F. Inspection and Review:

An on-site inspection was made of the employer's facilities and resources per Part II(A), Item 1(f) on (date); \_\_\_\_\_. Therefore, upon considering the employer's facilities, resources and application I  do  do not recommend approval.

\_\_\_\_\_  
Signature, Educational Consultant State Approving Agency for Veterans' Training

Effective date of approval: \_\_\_\_\_

\_\_\_\_\_  
Signature, Director, State Approving Agency for Veterans' Training