

**SECTION 6**

**REVOLVING LOAN FUND APPLICATION**

**JOB CREATION/RETENTION**

**JOB INFORMATION FORM**

Company Name \_\_\_\_\_

Job \_\_\_\_\_ Employee \_\_\_\_\_ Full-Time  Male   
Title \_\_\_\_\_ Name \_\_\_\_\_ Part-Time  Female  Hire Date \_\_\_\_\_

**Information to be completed by employee:**

- Household Income: How many people are in your household? \_\_\_\_\_? Add the total monthly/yearly **gross income** of each person in the household together. \_\_\_\_\_ total monthly or \_\_\_\_\_ total yearly.
  - Were you referred through JTPA\*, SPIED\*\*, or another service assisting low to moderate income persons? \_\_\_\_\_ yes \_\_\_\_\_ no Other service \_\_\_\_\_ (\*/\*\* please see following page for explanation).
  - Which ethnic background do you belong to:  
 White  White-Hispanic  Black-Hispanic  Asian-Hispanic  American Indian-Hispanic  
 Pacific Islander-Hispanic  Black  Asian  Pacific Islander/Native Hawaiian  
 American Indian/Alaskan Native  Asian and White  Black and White  American Indian/Alaskan Native and White  
 American Indian/Alaskan Native and Black  Other/Please specify: \_\_\_\_\_
  - Are you a member of a female household?  Yes  No
  - Were you unemployed prior to taking this job?  Yes  No
  - Were you offered employer sponsored health care benefits at the time of this job offer?  Yes  No
- Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*This information is subject to verification by authorized government officials.

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**Information to be completed by the employer:**

New Hire  Replacement for \_\_\_\_\_ W-2 Employee \_\_\_\_\_ 1099 Employee \_\_\_\_\_

Indicate the job requirements the position requires:

- One year or more of education beyond high school  Yes  No
- One year or more of previous skills  Yes  No
- One year or more previous training  Yes  No
- One year or more previous experience  Yes  No
- Would the company hire an unqualified person and provide training?  Yes  No
- Are any of the recruiting services assisting low to moderate income persons listed below used? Specify which service.  
 JTPA  SPEID  Department of Workforce Services  Other (specify) (Please see page 2)

Note: For new positions filled after RLF assistance which may be available to low to moderate income persons, the number of low to moderate income persons interviewed for the position must be documented and which low to moderate income person (if any) was hired for the position. (Attach Verification Forms)

- Created. The position was created after the RLF funding and was attributed to the loan.
- Retained. The position would have been lost without RLF assistance due to the business closing or moving to a location over 50 miles away. (Verification must be included).
- Saved. The pre-loan position would have been lost without RLF assistance.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**For office use only:**

\_\_\_\_\_  
EDD or OCNS Employee signature Date " Form checked for accuracy \_\_\_\_\_  
" Form returned as incomplete \_\_\_\_\_

\*JTPA – Job Training Partnership Act – The Job Training Partnership Act (JTPA) became law on October 13, 1982 for purposes in establishing programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment. They also offer experience in training, retraining and upgrading job skills levels, job placements, and referral services, job development and work experience.

\*\*SPEID -- Single Parent Economic Independence Demonstration – SPEID provides job training for women, most of them mothers on welfare, to help them become economically self-sufficient. In addition to a three-month internship with a mentor in the private sector, SPEID offers services to ensure access to child care, transportation, appropriate clothing, food stamps, and mental health counseling. Local businesses pay for the internship training and the mentor’s counseling time, and several social agencies cooperate to help interns overcome personal problems.