



CITY OF NEW ORLEANS

DISPATCH REQUESTOR: _____

Date: _____

CRAFT EMPLOYEE REQUEST FORM

Office of Workforce Development – Hire NOLA

Pursuant to the Hire NOLA Ordinance in Chapter 70, Article IV, Division 3 of the Code of the City of New Orleans, Contractors on “covered projects” are required to make good faith-effort to hire Local Workers to perform 30% of all project craft hours and Disadvantaged Local Workers to perform 10% of a Local Worker craft hours; 10% of all apprentice craft hours shall be completed by Disadvantaged Local Workers. Contractors are also required to utilize the Office of Workforce Development as its First Source for recruitment, referral and placement of all new hires for employment opportunities created by the applicable contract.

FAX FORM TO:

City of New Orleans: Name: _____ Tel: _____ Fax: _____
GC or Sub Compliance Office: Name: _____ Tel: _____ Fax: _____
Union (If applicable): Name: _____ Tel: _____ Fax: _____

CRAFT WORKER REQUEST: Please fill in all areas below.

QTY#	CRAFT POSITON/WAGE	JOURNEYMAN OR APPRENTICE LEVEL	JOB READINESS CERTIFIED	LOCAL WORKER	DISADVANTAGED LOCAL WORKER	EXPECTED HIRING DATE/TIME	EXPECTED DURATION OF EMPLOYMENT	PRE-SCREENED CANDIDATES

Please have the worker(s) report to the following project site address indicated below:

Project Name: _____

Site Address: _____ **Report to:** _____

On-site Tel #: _____ **On-site Fax:** _____

Comment or special instructions (e.g. request for Go2Interview or site instructions):

Completed by City of New Orleans

Received By: _____ Date received: _____ Dispatch Date: _____

Requested Dispatch Available for Dispatch Unavailable for Dispatch

Local Worker *See instruction below
Disadvantaged Local Worker *See Instruction below

*Attach letter stating reason for not dispatching Local or Disadvantaged Local Worker(s).

Print Dispatcher Name: _____ Phone: _____