



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 50% of all project craft hours and Disadvantaged Local Workers to perform 30% of a Local Worker craft hours; 30% 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<br>POSITON/WAGE | JOURNEYMAN<br>OR<br>APPRENTICE<br>LEVEL | JOB<br>READINESS<br>CERTIFIED | LOCAL<br>WORKER | DISADVANTAGED<br>LOCAL WORKER | EXPECTED<br>HIRING<br>DATE/TIME | EXPECTED<br>DURATION OF<br>EMPLOYMENT | PRE-<br>SCREENED<br>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: \_\_\_\_\_