



Hire or Denial Confirmation Form

Email: dispatch@nwcoc.com Fax: 503-252-9560

Company Name : _____ Trade: _____

Contact Name: _____ Date: _____

Apprentice Name: _____

Hire Date: _____

OR

Reason for Denial:

- Failed to contact employer
- Failed to complete application process
- No Driver's License
- Contacted but no apprentice follow through
- Apprentice denied job due to wages
- Apprentice denied job due to location
- Not a good fit with company culture
- Apprentice other: _____
- Contractor other: _____

Termination Date: _____

Reason: _____

Comments or notes:

Dispatch Request Process

1. Submit your *Request for Apprentice* form to: dispatch@nwcoc.com.
 - a. Please ensure you have your company's correct point of contact listed on the form.
 - b. If you have specific requirements, please list them in the *Other* area at the bottom of the form.
2. You will receive a response from your Coordinator within 1 business day confirming they have received your request for an apprentice.
3. Your Coordinator will contact an apprentice with the specific details on the *Request for Apprentice* form. That apprentice has 24 hours to contact you and the Coordinator to confirm they have received the dispatch and reached out to you.
4. You, the Training Agent, have 2 business days to respond to your Coordinator with a hiring decision using the *Hire or Denial Form*.
5. Email the *Hire or Denial* form to your Coordinator. Once received, you will get an official Dispatch Confirmation sheet for your new apprentice.

Separation from Apprentice

1. Use the right side of the *Hire or Denial* form to inform us the apprentice is no longer with your company.
 - a. Include company and apprentice information at the top of the form.
 - b. Indicate a reason as to why the apprentice was let go.
2. Send the form to your Coordinator within 48 hours of the decision to separate.

Reminders:

- You cannot deny an apprentice due to experience.
- Please do not send an apprentice to a job site if you have not completed your company's hiring process or received an Official Dispatch for them from your Coordinator.
- Please be sure your point of contact returns an apprentice's phone call in 24 hours.