

COLLABORATION AGREEMENT
JOB EXPERIENCE, TRANSITIONAL JOBS, AND INTERNSHIP

1. EMPLOYER INFORMATION

<input type="checkbox"/>	Municipal Government	<input type="checkbox"/>	State Government
<input type="checkbox"/>	Private (for profit)	<input type="checkbox"/>	Private (non-for-profit)
<input type="checkbox"/>	Federal Government		

NAME: _____

PHYSICAL ADDRESS _____

POSTAL ADDRESS: _____

TELEPHONE: () _____ () _____

EMPLOYER'S SOCIAL SECURITY: _____ WCI (CFSE) _____

AUTHORIZED REPRESENTATIVE: _____

CONTACT PERSON'S NAME: _____

CONTACT PERSON'S EMAIL: _____ CONTACT'S PHONE: _____

NO. OF CONTRACTED EMPLOYEES: _____

TYPE OF SERVICE: _____

HOURS AND DAYS OF SERVICE: _____

II. ACTIVITY REQUEST

ACTIVITY: JOB EXPERIENCE TRANSITIONAL JOBS INTERNSHIP

POSITIONS AVAILABLE FOR THE ACTIVITY:

TIME: Participation will not exceed 40 weekly hours, 8 daily hours, and will have a lunch period by the fifth hour.

DAY NIGHT ROTATORY FIXED

DEPT/UNIT WHERE SKILLS WILL BE OBTAINED	SUPERVISOR	POSITION

III. ACQUIRE JOB BASIC SKILLS

<input type="checkbox"/>	KEEPING WORKING AREAS CLEAN	<input type="checkbox"/>	FILLING OUT DOCUMENTS
<input type="checkbox"/>	PHOTOCOPYING DOCUMENTS	<input type="checkbox"/>	REPORT AND LETTER WRITING
<input type="checkbox"/>	ANSWERING PHONE CALLS	<input type="checkbox"/>	DATA COLLECTION
<input type="checkbox"/>	TAKING PHONE MESSAGES	<input type="checkbox"/>	ORGANIZING FILES
<input type="checkbox"/>	SENDING FAXES	<input type="checkbox"/>	USING BASIC TOOLS
<input type="checkbox"/>	USING COMPUTER	<input type="checkbox"/>	PARTICIPATING IN EMERGENCY DRILLS
<input type="checkbox"/>	CUSTOMER SERVICE	<input type="checkbox"/>	KEEPING AN AGENDA
<input type="checkbox"/>	FILING	<input type="checkbox"/>	KEEPING IN ORDER EQUIPMENT AND DOCUMENTS
<input type="checkbox"/>	TEAMWORK	<input type="checkbox"/>	PUNCTUALITY AND ATTENDANCE

IV. EMPLOYER AGREEMENTS WITH ALDSURESTE

1. Provide an appropriate environment for the participants so that they can acquire really significant experience. This includes health conditions, safety, equipment, materials, and facilities to keep their documents including the Attendance Sheet, trainings, orientations, and any other activity that helps to retain employment.
2. Providing immediate and effective supervision, so that the information provided in the Attendance Sheet is faithful and accurate.
3. Rendering those reports that are requested by AldlSureste in the determined dates, specifically in the participant's Attendance Sheet, which must be filled out by the immediate supervisor on the exact day of the fortnight ending.
4. Facilitating to the AldlSureste's personnel visiting the participants to evaluate their tasks performance in their workplace, including their attendance of this personnel to the meetings to which they are appointed.
5. Allowing the participants to be part of the educational and/or cultural activities that are organized by AldlSureste.
6. Complying with all the provisions that are applicable to the WIOA, in special those regarding to the following:
 - a. the regular employees will not be dislocated by the participants
 - b. prohibiting the participation in political and sectarian activities during working hours.
7. Being aware that absences and/or transfers will only take place when the Local Area determines so, and that the activity to be developed will last for a period of time that will be determined by the Career Planner.
8. Notifying AldlSureste Local Area any difficulty or problem that harms the client (participant) in the activity development.
9. The participants will comply with the established hours, which will not exceed eight (8) hours daily and/or forty (40) weekly hours.
10. There must be an adequate proportion between clients (participants) and supervisor.
11. The Local Southeast Labor Development will be responsible to refer and select the persons that will participate in the activity.
12. The employer will allow visits from the Local Southeast Labor Development's officials, the members of the Local Board, Labor Development Program (PDL, for its Spanish acronym), and/or the Federal Government officials.
13. The employer will be responsible to comply with the corrective measures recommended by the Local Area to solve situations that arise during the activity within the activity term.
14. The employer certifies that at the moment of subscribing the present agreement is free of labor conflicts.
15. The employer gets committed to take the necessary measures to retain the participant in the job or to help the participant in the job search of a non-funded job.

V. EMPLOYER CERTIFICATION

COLLABORATION AGREEMENT: *JOB EXPERIENCE, TRANSITIONAL JOBS, AND INTERNSHIP*

I hereby certify that as an Employer's Representative, will be in charge of ensuring compliance with all the stipulated clauses.

PRINTED NAME

POSITION

SIGNATURE

DATE

****FOR ALDLSURESTE'S SOLE USE****

VI. ACTIVITY APPROVAL

ACTIVITY: JOB EXPERIENCE TRANSITIONAL JOBS INTERNSHIP

APPROVED POSITIONS: Youths Adults Dislocated workers

Position	Youths	Adult	Dislocated Worker	Rate	Hours	Amount
						\$
\$						\$

PLACEMENT AND PERFORMANCE INFORMATION

NUMBER OF PARTICIPANTS:

ASSIGNED RETENTION PERCENTAGE
COMPLETED PLACEMENT PERCENTAGE
PLACED

LOCAL AREA APPROVAL

RECOMMENDED BY:

ALDLSURESTE'S REPRESENTATIVE

DATE

APPROVED BY:

LUIS E. GONZÁLEZ TORRES, EXECUTIVE DIRECTOR

DATE