

CITY OF OAKLAND LOCAL EMPLOYMENT PROGRAM JOB REQUEST & REFERRAL FORM

Dear Successful Contractor/Subcontractor: The "Job Request & Referral" Form helps contractors and subcontractors hire Oakland residents and achieve compliance with the Local Employment Program (LEP) goals. It also serves to document requests, and referrals and track placements of Oakland residents. An added feature is the documentation of waivers where the availability of Oakland residents for a trade may be zero. This form guides compliance determinations at the project end.

PLEASE NOTE: The Job Request & Referral form must be either emailed, or Hand Delivered and date stamped by LEP staff only. Third-party requests by phone and/or informally on job sites will not count as documented requests. Please complete the form as indicated below, date, sign, and forward as appropriate. (Please verify receipt of the referral form.)

To Be Completed By PRIME or SUBCONTRACTOR

City of Oakland Project Number: _____

Project Name: _____

Date of Request: _____ Start Date: _____ End Date _____

Estimated Number of Work Hours: _____

Job Requests by Classification, Skill Level and Experience

Classification	Level:		
1.Trade: _____	_____	Qty: _____	Hrs: _____
2.Trade: _____	_____	Qty: _____	Hrs: _____
3.Trade: _____	_____	Qty: _____	Hrs: _____

Experience Required for Classifications Listed Above:

1.Trade: _____
2.Trade: _____
3.Trade: _____

Client Selection Criteria (Please Check One Or More as Needed)

Oakland Resident: _____ Union: _____ Other: _____
Driver's License Class: _____ Military Service: _____
Specify: _____

Check If Subcontractor – Name of Prime: _____

Company Name: _____

Phone with Extension: _____ Fax: _____

Email: _____

Contractor's Name: (Print) _____

Contractor's Signature: _____

A waiver applies for _____ hours provided SECTION C OF THE CERTIFICATION OF COMPLIANCE HOURS CERTIFICATE IS COMPLETED and returned to the Local Employment Program (LEP). Please complete and return this form and attachments to Linda Jones. Phone: (510) 238-7736 Fax: 510-238-3363 Email: ljones@oaklandca.gov