



GUAM DEPARTMENT OF LABOR

DIPATTMENTON HUMOTNÁT • David M. Dell'Isola, Director • Gerard A. Toves, Deputy Director
414 West Soledad Avenue, Suite 808-GCIC Building, Hagåtña, Guam 96910 • Tel. No. (671) 475-7044

LOURDES A. LEON GUERRERO
Governor
JOSHUA F. TENORIO
Lieutenant Governor

WIOA TRAINEE REQUEST FORM

The main objective of the Workforce Innovative Opportunity Act (WIOA) Work Experience (WE) Program, On the Job Training (OJT), and Transitional Job Training (TJT) Programs is to provide basic work skills for individuals who have never worked, or have been out of the labor force for an extended period of time. This is best achieved by exposing these individuals to the "World of Work", placing them in a working environment to experience first-hand what type of skills are needed to survive in the workforce. The Employer ensures that the participant upon successful completion of the training program is retained in unsubsidized employment and earning unsubsidized employment wages.

Please complete this form and return to the American Job Center (414 West Soledad Avenue, GCIC Building, Suite 300, Hagåtña, Guam 96910). If you have any questions, please feel free to contact our Business Service Unit at (671) 475-7000/1.

DEPARTMENT/ COMPANY:		DATE:	
ADDRESS:			
PHYSICAL:			
MAILING:			
EMAIL ADDRESS:		TELEPHONE/ FAX:	
1.		1.	
2.		2.	
POINT OF CONTACTS:			
COORDINATOR:		ALTERNATE:	
TYPE OF WORKSITE:	GOVERNMENT OF GUAM	FEDERAL GOVERNMENT	PRIVATE/ NON-PROFIT
Do you plan to participate in WIOA's Work Experience Program?	YES	NO	
How many trainees total, do you plan to request for?			
Please list requested job titles and the quantities for each position.			
Please complete a Position Description Questionnaire for each job title listed above.			
Name of Immediate Supervisor:		Name of Alternate Supervisor:	
Authorized Signature:	Name of Authorized Signature	DATE:	

NOTE: Please submit the completed Trainee Request Form to your Coordinator. We will coordinate all activities with this individual.