

# Targeted Hiring Form

This form shall be completed for all projects to be performed under a  
City of San José Project Labor Agreement / Targeted Hiring Agreement.

## Section 1. Basic Information

Date: \_\_\_\_\_ Date of Expected or Actual Start of Project: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ State Lic. # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Are you currently approved to train apprentices? Yes: \_\_\_ No: \_\_\_  
 If yes, please provide name(s) of Apprenticeship Committee(s): \_\_\_\_\_

## Section 2. Manpower Projections: General Contractor and Subcontractors

Please list the trade(s) that will be employed on the Project, and projected work force needs for each. List all subcontractors of all tiers. If a single subcontractor will be performing work in more than one trade, please list them on a separate line for each type of work performed. **Copy this form if you need to add more subcontractors.**

|   | Contact Responsible for Targeted Hiring |                          | Estimated Number of Journey-level Hours | Estimated Number of Apprentice Hours | Approximate Dates to Be Employed |     |
|---|---|--------------------------|---|--------------------------------------|----------------------------------|-----|
|   | Contact Name:                           | Contact Email & Phone #: |   |                                      | From:                            | To: |
| GC: _____<br>Trade(s): _____                    |   |                          |   |                                      |                                  |     |
| Sub: _____<br>Trade: _____                      |   |                          |   |                                      |                                  |     |
| Sub: _____<br>Trade: _____                      |   |                          |   |                                      |                                  |     |
| Sub: _____<br>Trade: _____                      |   |                          |   |                                      |                                  |     |
| Sub: _____<br>Trade: _____                      |   |                          |   |                                      |                                  |     |
| Sub: _____<br>Trade: _____                      |   |                          |   |                                      |                                  |     |
| <b>Total Hours (Journey-level + Apprentice)</b> |   |                          |   |                                      |                                  |     |
| <b>Multiply Total Hours * 4.2%<sup>1</sup></b>  |   |                          | <b>X 4.2%</b>                           |                                      |                                  |     |
| <b>Goal for Targeted Worker hours:</b>          |   |                          | <b>= _____</b>                          |                                      |                                  |     |

Please return this form to:  
 Prejob Coordinator  
 Santa Clara Building Trades Council  
[prejob@scbtc.org](mailto:prejob@scbtc.org)

With a copy to:  
 Louise Auerhahn  
 Working Partnerships USA  
[lauerhahn@wpusa.org](mailto:lauerhahn@wpusa.org)

The above named individuals will contact your company to help identify and refer Targeted Workers.

<sup>1</sup> Pursuant to Labor Code Section 1777.5(g), the ratio of apprentice work to journeyman work shall be not less than one hour of apprentice work to five hours of journeyman work. This is a 16.7% ratio and 25% of this ratio for targeted workers equals 4.2%.