



**WE CAN HELP YOUR BUSINESS
SAVE MONEY WITH OUR**

On-the-Job Training (OJT) Program

The On-the-Job Training (OJT) program operates on the premise that employers provide the best training opportunities for work ready individuals. The OJT program can help your business by:

- **Defraying costs associated with training and hiring new employees**
- **Reimbursing employers 50% of wages in exchange for training new employees**
- **Saving time and effort in pre-screening candidates by having our OJT and Orange Works staff do this for you**

Program Guidelines:

- **OJT contracts must be approved *BEFORE* the start date of work.**
- **The employer must be financially stable and have intent and capacity to retain OJT employees in long term employment.**
- **Wages must be at least \$10.00 per hour.**
- **The position must be full time, 30 hours or more per week.**
- **The prospective employee must be an Orange County resident.**
- **The prospective employee must meet program eligibility requirements.**
- **We require a pre-award interview with the employer prior to commencement of the process for first time OJT employers.**
- **We recommend that in order for the process to proceed smoothly, we be contacted as soon as preliminary interest in a candidate is made.**

For information contact your Business Services Representative:

Marge LaPerle 845-346-1103
Susan Hansen 845-346-1112 or 845-346-5114

This program is sponsored by the Orange County Employment & Training Administration