

Oakland County Community & Home Improvement Division Section 3 Report

NEW HIRES (includes workers who have worked with the contractor in the recent past but did not continue to work for the contractor since the last job.)

This form is distributed to the **General Contractor** at the contract signing. The general contractor is also required to provide this form to any subcontractors they hire for this project.

Firm Name:	
Project No.:	
Project Name:	
Project Address:	

Month of		From		To	
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Review the information below and check all that apply for this project::

We have **not hired** any new employees.

We **have hired** employees that live within the Metropolitan Statistical Area (MSA) Target Area Vicinity.

We **have hired** employees who meet Section 3 criteria.

We have taken one or more of the following recruitment steps to their employees who live within the target area vicinity or who meet Section 3 criteria: (check all that apply)

We have advertised to fill vacancy(ies) at the site(s), where work is taking place, in connection with this project.

Below, we have checked the steps that we have taken to find MSA Target Area Vicinity residents and residents that meet Section 3 criteria:

Place signs or posters in prominent places within the target area vicinity.

Taken photographs of the above item to document that the above step was carried out

Distribute employment flyers in locations accessible to MSA vicinity residents.

Post employment flyers in various locations within the MSA vicinity areas.

Kept a log of all applicants and indicated the reasons why MSA Target Area Vicinity residents and/or Section 3 residents who applied were not hired.

Requested training on MSA Vicinity Hiring and Section 3 employment requirements.

Print Name & TitleContractor

Date: _____

Signature: _____