



LOCAL HIRING EMPLOYMENT ANALYSIS

Part 1 - Workforce Information

FEIN # _____

Company:			
Contract Name/#:			
Date of Award:	Award Amount:	Contract Start Date:	Contract End Date:
Women or Minority Owned Business <input type="checkbox"/> No <input type="checkbox"/> Yes	Total number of employees currently on payroll: _____		Is this a Subcontractor? If yes, list name of Prime _____
Company Contact Information			Industry
Contact Name, Title	_____		
Company Address	_____		
City, State, & Zip	_____		
Telephone #	Office #	Cell #	
E-mail Address	_____		

Total number of workers required to complete this project for the contractor & all subcontractors Company/Contractor _____ All Subcontractors _____	Total number of new workers required/projected for this project _____	Total number of positions to be posted with MOED (complete chart below*) _____
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- Does the company require recruitment for new hires on this project? No Yes- How soon? _____ Days
If no, explain. _____
- Will the company utilize subcontractors on this project? No Yes (complete Employment Analysis Part 2)
- Does the company have openings on other local projects? No Yes Location _____

***If recruitment is required for this project, complete the chart below and attach job descriptions for each position title.**

Position Title	# Job Openings	Skills Required (Attach job description)	Wage Rate/Hr.	Experience Level (1=skilled, 2=entry, 3=no experience)

By signing below, I verify that the information above is accurate to the best of my knowledge and commit that my company will adhere to the Local Hiring Law and ensure that at least 51% of the new jobs required to complete this contract or project must be filled by Baltimore City residents.

Signature of Authorized Company Representative

Date



CITY OF BALTIMORE

LOCAL HIRING EMPLOYMENT ANALYSIS

Part 2 - Subcontractor Information

Contract # _____ Prime Company Name: _____

# 1. Subcontractor -Company Name		Contract Amount	Start Date:	End Date:
Contact Name				
Company Address				
City, State, & Zip				
Telephone #	Office	Cell		
Email Address			Industry	
# 2. Subcontractor - Company Name		Contract Amount	Start Date:	End Date:
Contact Name				
Company Address				
City, State, & Zip				
Telephone #	Office	Cell		
Email Address			Industry	
# 3. Subcontractor - Company Name		Contract Amount	Start Date:	End Date:
Contact Name				
Company Address				
City, State, & Zip				
Telephone #	Office	Cell		
Email Address			Industry	

Notes:

Follow-up Date: _____

MOED Staff Name: _____

Date: _____



LOCAL HIRING EMPLOYMENT REPORT



The City of Baltimore Local Hiring Law Section 27-8 requires businesses to complete and submit this Employment Report by the 5th day of each month for the duration of the City contract award or city-subsidized project. Intentional violation of any provision of the Law may result in disbarment and/or criminal penalties.

Vendor/Business Name	
Contracting City Agency	
Bid/Contract Number/Name	
Contract Award Date	
Contract Start / End Date	
Are you a Subcontractor?	Prime Contractor:

Business Representative Name _____ Title: _____
Email Address _____ Telephone #: _____

Workforce Activity - To be completed by the Contractor Report Period: Month _____ Year _____

1. Employees needed/on payroll for the contract	
2. Baltimore City Residents on Payroll for this contract	
3. Current employees transferred from other projects to work on this contract	
4. New job openings created	
5. Job openings listed with MOED	
6. Total of all new employees hired this month (Please complete new hire data form if applicable)(pg.2)	
7. Total Baltimore City Residents hired this month	

Send completed Employment Reports to:

Mayor's Office of Employment Development
Business Services
36 S. Charles Street 20th floor
Baltimore, Maryland 21201

or e-mail: hirelocal@oedworks.com

My signature certifies that the workforce activity reported below is accurate based on the company payroll records

Signature _____ Date _____

Employment Report Template Instructions

1. Please indicate the # of employees on payroll for this project.
2. Please indicate the # of City residents on payroll for this project.
3. Please indicate the # of workers transferred from other projects to work on this project.
4. Please indicate the # of new job openings created for this project.
5. Please indicate the # of openings posted with MOED.
6. Please indicate the # of new employees hired this month.(Please complete the New Hire Employment Report)
7. Please indicate the # of Baltimore City residents hired this month.



LOCAL HIRING REPORT-NEW HIRE DATA

Please complete the information below for each new working hired during the report period. Email completed form to hirelocal@oedworks.com

Company Name:									
Contract #/Name:									
City Agency:									
Report Period: Month:		Year:							
Hire Date	Job Title	Wage	Benefits Offered? Y/N	Last Name	First Name	SS # - Last 4 digits	Address	City, State Zip Code	Referral Source

INSTRUCTIONS:

- Company Name/Contract/Name #:** Please indicate your full company name, the contract # and/ name of your contract with the City of Baltimore.
- City Agency:** Please indicate the city agency who contacted you for your award. This information can be found in your Notice to Proceed.
- Report Period:** Please enter the reporting month and year for your Local Hiring Law Report.
- Hire Date:** Please enter the employment start day for your new hire.
- Job Title:** Please enter the official title for your new hire.
- Wage:** Please enter the hourly wage for your new hire.
- Benefits Offered? :** Will benefits be offered to your new hire within the next 12 months?
- Last Name/First Name:** Please indicate the full last name and first name of your new hire.
- Social Security #:** Please indicate the full social security number for your new hire.
- Address:** Please indicate the full address for your new hire, including zip code.
- Referral Source:** Please indicate the referral source for your new hire. For example, MOED, Staffing Company, Employer (your own recruit)

EMPLOY BALTIMORE – READY TO WORK FOR YOU!

Job Posting Application



Instructions: Complete all fields and email this form to business@oedworks.com.
All fields are required. Missing information could delay the processing of your application.

COMPANY INFORMATION		
Company	FEIN	
Street Address		
City	State	ZIP
Website/URL	# of Employees	Industry
Contact Name	Title	
Email Address	Phone	Fax
Is Job Posting for a City Contract? NO <input type="checkbox"/> YES <input type="checkbox"/>	Contract Name/#	
JOB POSTING INFORMATION		
Job Title/	Number of Open Positions _____	Status: FT <input type="checkbox"/> PT <input type="checkbox"/> Temp <input type="checkbox"/>
Salary/ Hr. Wage	Benefits: NO <input type="checkbox"/> YES <input type="checkbox"/> Type:	
Work Environment: Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/>	Physical Requirement	NO <input type="checkbox"/> YES <input type="checkbox"/> List
min. lifting _____ lbs		
Licenses/Certification Required: NO <input type="checkbox"/> YES <input type="checkbox"/> List: _____		
Car required: NO <input type="checkbox"/> YES <input type="checkbox"/>	Is company accessible by public transportation? NO <input type="checkbox"/> YES <input type="checkbox"/>	
Bus# _____		
Pre-Employment Screening: Alcohol/Drug <input type="checkbox"/> Credit <input type="checkbox"/> References <input type="checkbox"/> Criminal Background Check NO <input type="checkbox"/> YES <input type="checkbox"/>		
Education : <input type="checkbox"/> HS Diploma or GED <input type="checkbox"/> College Courses <input type="checkbox"/> Training/Tech Certificate <input type="checkbox"/> AA Degree <input type="checkbox"/> B. A. Degree <input type="checkbox"/> Other Degree		
JOB DESCRIPTION		
Experience/ Skills Required		
EMPLOYER CERTIFICATION		
I certify that the information on this job posting is accurate and is provided to recruit for a valid employment opportunity.		
Signature/Title	Date	
MOED OFFICE USE ONLY 12/2015		
BSR Assigned/Date:		