

FIRST SOURCE HIRING ORDINANCE (FSHO)**FORM: FSHO-E
CITY OF LOS ANGELES****Job Opportunity Emergency Exemption Application***Contractors: Please fill and email this form to bca.eeoe@lacity.org for review and approval.***SECTION I. CONTRACTOR INFORMATION**

Name of Contractor: _____ Contractor Phone#: _____
 Designated Contractor Contact Person: _____ Email: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____ Federal ID (FEIN)#: _____

SECTION II. CONTRACT INFORMATION

City Awarding Department: _____ City Contract#: _____
 Project Title (as listed in your contract): _____
 Name of Prime Contractor (if you are a subcontractor): _____

SECTION III. EXEMPTION INFORMATION

Please provide a detailed explanation of why this job opportunity should be exempt from the FSHO by answering the questions below. Attach additional sheets if necessary, then continue to Section IV. OCC may require additional documentation to supplement this form.

1. Name of Job Classification	2. Number of vacancies requested to be filled on an emergency basis for Job Classification listed in #1:
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2. Please provide an explanation of why this position is an emergency.

3. Please provide an explanation of why going through this Program will place an undue hardship to your company.

4. List the Qualifications necessary for each Emergency Position. This may include and are not limited to expectations, salary, work schedule, special requirements, etc.

5. The mode by which your company plans to fill the vacancy outside the First Source Hiring Program.

SECTION IV. SIGNATURE AND SUBMIT

Submit this request for waiver and all supporting documentation to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (OCC). The OCC will make a determination within three (3) working days of receipt of a request for exemption and all supporting documentation.

Contractor Signature _____ Date _____

An approved exemption is valid only for the job opportunity for which it was requested. It is not valid for any other job opportunities the contractor may have for this contract.

SECTION V. BCA INFORMATION

NOT APPROVED (see attached memorandum for explanation).

APPROVED based on Code Sections:

OCC Analyst Signature _____ Date _____