



# Reduction in Force

IEC of Washington Educational Training Fund  
 11630 Airport Road, Suite 300, Everett, WA 98204  
 800/595-0900 (ph) • 425/348-9708 (fax) • www.iec-etf.org

*Please check the box that applies*

- Laid Off – will take back
- Quit
- Fired

- Laid off – will not take back
- Completed
- Other \_\_\_\_\_  
(if other, please explain)

Name of Training Agent (Company): \_\_\_\_\_

Name of Apprentice: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Effective: \_\_\_\_\_

Student:		Evaluation Date:		
Please evaluate the apprentice in the following areas on a scale of 1-10 (1 = Poor, 10 = Excellent)				
Attendance	Dependability	Attitude	Initiative	Interest
Cooperation	Safety	Adaptability	Work Quality	Work Quantity
Comments:				
Signature of Evaluator:		Signature of Apprentice (if reviewed with apprentice):		

**\* Apprentice needs to contact IEC ASAP regarding change of employment.**

***Charges for apprentices will continue to accrue until submission of Reduction in Force form is filed with the IEC of Washington Educational Training Fund.***