

PROGRAM APPLICATION FORM

Date: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: (____) _____ Fax: (____) _____

E-mail Address: _____

Please check or fill in the appropriate business site information.

1. Is your location a: Headquarters Location Branch Office
 Other: _____
2. Where else does your company have locations? _____

3. What is the nature of your company's business? _____

4. Number of employees at your business site: _____
5. Is your business: Private Non-Profit
6. Does your business location have any employees currently teleworking on a regular basis from home or a telework center? Yes No
If yes, how many from: Home _____ Telework Center _____
7. Does your company have a formal telework policy in writing?
 Yes No (If yes, please attach a copy with this application.)

8. Please check all other employee transportation benefit programs provided by your company to employees at this location:

- Transit Subsidy (example Metrochek)
- Flexible Work Hours
- Compressed Work Week
- Preferential Parking for Car/Vanpools
- Shuttle Service
- Guaranteed Ride Home
- Other _____

How To File Your Application

This application must be accompanied by a brief letter from an authorized senior level decision-maker of your company describing why the organization is interested in implementing a telework program and what the company hopes to accomplish through teleworking.

This application constitutes an expression of organizational interest in Telework!VA and does not constitute a binding agreement to participate in the program. All Telework!VA Program applications are subject to eligibility guidelines and will be awarded at the discretion of the Commonwealth of Virginia's Department of Rail and Public Transportation on a first-come, first-served basis, subject to availability of funds.

Please mail or fax this application to:

Jennifer Thomas Alcott
Statewide Telework Coordinator
Virginia Department of Rail and Public Transportation
600 E. Main Street, Suite 2102
Richmond, VA 23219
(866) 469-1010
(866) 284-1607 (Fax)
Email: Jennifer.Alcott@drpt.virginia.gov

Applications may also be submitted on-line at www.teleworkva.org with letter mailed separately.