

# 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? (If yes, please attach a copy with this application.)  
 Yes  No
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](mailto:Jennifer.Alcott@drpt.virginia.gov)

Applications may also be submitted on-line at [www.teleworkva.org](http://www.teleworkva.org) with letter mailed separately.