

SECTION I - MINIMUM QUALIFICATIONS

Applicants shall meet the following minimum qualifications:

A. Age

Shall be at least 18 years of age.

An applicant who is sixteen (16) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program.

B. Education

A high school diploma or GED equivalency is recommended. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.

SECTION II - APPLICATION PROCEDURES

- A. Applications will be accepted on the second Tuesday of January, April, July and October between the hours of 9:00 A.M. and 4:00 P.M.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.

- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age - driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation; high school transcripts) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants will be required to pass a work keys examination to test the applicant's reading for information and math levels at a local community college chosen by the Joint Apprenticeship and Training Committee or through an approved agency.
- G. The initial cost for the work keys exam, (\$40.00) will be paid at the time of application by money order and made out to the Sheet Metal Workers Local #4 Apprenticeship Training Fund. Upon completion of the application procedure, passing of the work keys exam and interview, the Applicant will be reimbursed (\$40.00) for the expense of the work keys exam.
- H. Hardship clause: If an applicant is unable to provide the funds for an examination and is unable to qualify for an acceptable form of exam through another approved agency the applicant may apply for a waiver of the fee through the JATC. The applicant must meet prequalifying conditions such as work experience and/or additional HVAC training. Applicants must also show proof of hardship, example: unemployment records, pay stubs or W-2's. All cases will be examined by the JATC for approval.
- I. Applicants must then schedule the test date and time with the approved local community college or agency within 30 days of the application. If extended time is required, then a request must be made to the local Joint Apprenticeship and Training Committee Coordinator.
- J. Applicants must score a minimum of a level 4 out of 7 in each category to qualify for an interview with the Joint Apprenticeship and Training Committee. Applicants will be notified the results of the test by mail.

- K. Applicants who score below level 4 on either portion of the work keys test may re-apply at the next scheduled application date to repeat the process of application and testing unless they choose the remediation and retesting process through the approved local community college.
- L. Applicants who have completed a CRC exam with a gold or silver score within the last 12 months will not be required to take the work keys examination.
- M. Applicants meeting the minimum qualifications and submitting the required documents will be notified by mail as to where and when to appear for the interview.

SECTION III - SELECTION PROCEDURES

- A. The JATC shall schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants must score 80 out of a possible 130 points, which is equivalent to 62%, or above to be placed on the appropriate ranking list according to their chosen career path and scores at the evaluation session, with the applicant having the highest score being at the top of that list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection. It shall be the responsibility of the applicant to keep the JATC informed of their current mailing address and phone number(s).
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested," to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants' name will be removed from the apprentice list. Only one certified notice will be mailed.

- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of one (1) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants, who were not placed during the one (1) year period, they were on the ranking list, will be required to reapply.

- H. During the one-year period, applicants who feel that their qualifications have improved since their original interview rating may submit documented evidence of such additional experience or training and request reevaluation and interview rating at the next regular processing cycle.