



**TRAINING  
CENTER**

**APPLICATION  
PACKAGE**

1200 Gulf Lab Road  
Pittsburgh, PA 15238  
(412)828-1386

# APPLYING FOR APPRENTICESHIP

Please read and follow all instructions carefully.

- **Application** - Fill out the 'Application for Apprenticeship' entirely. Do not leave any blank sections. Be sure to sign the 'Physically Able to Perform Work' document.
- **CCAC** - Fill out an application for admission to CCAC via the web at [www.ccac.edu](http://www.ccac.edu). Sign up for the Sheet Metal Apprenticeship Certificate. Upon completion of registration you will receive a student number. You will need to sign up to take the CCAC placement test. **DO NOT** sign up for any classes.
- **Placement Test** - This is a reading, writing and math test. You must take all three portions of this test. Schedule your placement test on-line at [www.ccac.edu/Appointment Central](http://www.ccac.edu/Appointment Central). You will be able to choose which campus/date/time to take the test. The CCAC main campus on the North Side also offers walk-in placement testing W/TH/F any time between 8:30 am and 12:30 pm.
- **Official High School Transcripts** - You will need to obtain OFFICIAL high school transcripts. If you list any other schools attended on your application (trade/college), please provide an official transcript for those as well.
- **Birth Certificate** - Please provide a copy of your birth certificate. Do not send the original.
- **Driver's License** - Please provide a LEGIBLE copy of your valid driver's license. A color copy is preferred.
- **Letters of Recommendation** - Please provide two (2) letters of recommendation.
- **Application Submittal** - Do not turn in your application packet until all of the above is complete. You may drop off your COMPLETE application packet in person at 1200 Gulf Lab Road; Pittsburgh, PA 15238 or send via mail.
- **Make a Copy of your Completed Application Packet** - It is HIGHLY recommended that you make a copy of your completed application packet to keep for your records in the event your original gets lost in the mail or due to any other unforeseen event.

# SHEET METAL WORKERS LOCAL 12

## APPLICATION FOR APPRENTICESHIP



### APPLICANT INFORMATION

Name:		
Street Address:		
Apartment / Unit # :		
City		
State	Zip:	Phone Number:
Email:		

Are you a citizen of The United States?	Yes	No	Are you authorized to work in the U.S.?	Yes	No
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### EDUCATION

High School:			Address:		
From:		to		Degree Awarded:	
Technical Training:			Address:		
From:		to		Degree Awarded:	
College:			Address:		
From:		to		Degree Awarded:	

### EMPLOYMENT

Company:			Phone #		May we contact for a reference?		Yes	No
From:		to		Position:	Wage:	Reason for Leaving:		
Company:			Phone #:		May we contact for a reference?		Yes	No
From:		to		Position:	Wage:	Reason for Leaving:		
Company:			Phone #:		May we contact for a reference?		Yes	No
From:		to		Position:	Wage:	Reason for Leaving:		

## MILITARY SERVICE

Branch:

From:

to

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

## TELL US ABOUT YOURSELF

What are your hobbies, interests or activities?

What do you consider to be your greatest accomplishment?

What is the biggest challenge you have ever faced?

List any clubs, groups or organizations you belong to or have done volunteer work for. This would include any community service.

Please tell us where you heard about our apprenticeship program. Check all from the list below which apply.

Current Local 12 Member

Radio Advertisement

Printed ad or Brochure

Facebook or other Social Media

Career Fair or High School Visit

Local 12 Training Center Web Page

I certify that my answers are true and complete to the best of my knowledge.

Signature:

Date:

# Physically Able to Perform Work Affidavit

In effort to be as honest and realistic as possible, we provide the following checklist describing common tasks expected of Sheet Metal Workers on a daily basis. We wish applicants to be informed of the realities of working in construction, so that they can make informed decisions about whether a career in the building trades is right for them. Please read, and check off the items if you feel you can perform those types of activities.

**Standing**- you will likely be on your feet for at least 8 hours per day. Workers are required to wear safety boots, and many times harnesses. In addition you will be expected to wear a tool belt or pouch, which could weigh up to 30-40 lbs.

**Walking**- you will be expected to be moving all day long with exception to breaks. Workers constantly move from task to task as work is completed.

**Lifting / Carrying**- Lifting and carrying tools, materials and equipment is part of each day. You will be expected to carry your personal tools and equipment throughout a job site, as well as company equipment and tools. These tasks can include up to 100 lbs. on a regular basis.

**Climbing**- ladder climbing is a daily activity. 6 - 10 foot ladders are common. With 30 -40 foot extension ladders being used frequently. Stairways are used daily on job sites to move material and equipment.

**Pushing / Pulling**- moving material and large equipment are regular duties involved with most projects. Although our contractors make every effort to use modern equipment and techniques, there are always jobs, which just require some strength and good ergonomics.

**Exposure to Elements**- working outdoors is something that many workers find attractive, but, it can be physically taxing. Rain, snow and every other imaginable weather conditions exist in western Pennsylvania. Work does not typically stop because of weather. You must dress appropriately, and be prepared for exposure to extreme heat and cold that can occur in our region.

**I have read and understand the physical requirements for being a Sheet Metal Worker. I fully understand that my success as an apprentice depends on me working safely and remaining in good physical condition.**

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(PRINT)

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(SIGN)

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(DATE)

# APPLICATION FOLDER CHECKLIST

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*Be sure that all items are in your application folder. No folder will be considered which is incomplete.*

- Completed & Signed Application
- Signed Physically Able to Perform Work Affidavit
- Copy of CCAC Placement Test Scores
- Official High School Transcripts and Trade/College if applicable
- Resume
- Photocopy of Birth Certificate
- Legible Photocopy of Valid Driver's License - Color is Preferable
- Two (2) Letters of Recommendation
- A Copy of your Completed Application Packet to Keep for Your Records