

TRAINING CENTER

APPLICATION PACKAGE

Applying for Apprenticeship
Instructions:

Read through the entire document to get familiar with everything that has to be completed. Part of apprenticeship is demonstrating that you can follow instructions and complete tasks.

1. ***Secure a folder to keep all documents*** you fill out or obtain in. Keep this folder at home until the entire process is complete, and you are ready to be interviewed.

2. Read through the job description thoroughly. Sign off on that document stating that you fully understand the physical demands of the work and are fit and healthy enough to perform them. Place that "***Physically Able to Perform Work***" document in your folder.

3. Fill out the "***Application for Apprenticeship***" section completely.

4. Fill out an ***application for admission to CCAC*** (our apprenticeship is a certificate program through them). This application will allow you to obtain credits through us toward a degree and allow you to take our entrance exam (ACT Compass) at no charge. You can register at CCAC online at ccac.edu. Sign up for "**General Studies"**, you will be placed in our prgram after you are aceepted.

5. Take the ***Placement Test***. Register and schedule your Placement test at their web site: ccac.edu/AppointmentCentral/. Your scores are important. Our program is affiliated with CCAC and our students receive college credit for classes. Our students need to demonstrate they have the basic mathematics and communication skills necessary for success in a building trades career. There are no minimum scores for acceptance, but those scores will be added to your over all point totals as an applicant. Once you receive documentation of your scores you can begin the next steps. Put that document in your folder.

6. Obtain a sealed ***official copy of transcripts*** from your High School, College and or Technical School. If you did not graduate High School, include an official copy of your GED. If you are providing a copy of a GED, it is wise to also provide a copy of your High School transcript, no matter how incomplete. These documents are assessed and points are awarded for classes you took. Place them in the folder

7. ***Provide a resume***, which describes your job history, skills and certifications you have obtained. Be honest. Any information you provide, which is discovered to be untrue will disqualify you for consideration. Honesty and hard work are valued over vast experience. Place it in your folder.

8. Provide a ***Copy of Birth Certificate***. Do not bring us an original. Put it in the folder

9. Provide a ***Copy of a Valid PA Drivers License***. If your license has been suspended for any reason, you may not apply. If your license is suspended for any reason between the time you apply and the time you are awarded a position, you will be removed from consideration. Place in your folder

10. Drop off your folder at the Union Hall and pick up the information on the interview process. Your interview will be scheduled for the next meeting of the selection comittee. Interviews are conducted as we collect completed application packages. we attempt to do them in smaller groups, so that a fair amount of time can be allotted for all candidates. You should recieve notice of your interview date 4-6 weeks ahead of time. Please use that time to arrange to be there.

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

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
- ☐ Printed ad or Brochure
- ☐ Career Fair or High School Visit
- ☐ Radio Advertisement
- ☐ Facebook or other Social Media
- ☐ 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.

(PRINT)	(SIGN)	(DATE)

Application Folder Checklist

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

- [ ] Signed Copy of Physically Able To Perform Work Affidavit
- [ ] Copy of your Application for Apprenticship
- [ ] Copy of your Application to CCAC
- [ ] Copy of your CCAC Placement Test
- [ ] Copy of your sealed Official Transcripts
- [ ] Copy of your Resume
- [ ] Photocopy of your Birth Certificate
- [ ] Photocopy of your valid PA Driver's License
- [ ] 2 Letters of Recommendation