

SOUTHEAST IOWA APPRENTICESHIP APPLICATION REQUEST FORM

Ottumwa Area

Have you ever applied for this program before? _____ If yes, when? _____

Name _____ Date _____

Address _____
_____ Area Code _____ Phone Number _____

City _____ State _____ Zip _____
_____ Area Code _____ Phone Number _____

I do hereby request an application form to apply for the apprenticeship program. I understand and accept full responsibility for completing the application form upon receipt, returning it to the apprenticeship office, and submitting all subsequent required documents and information within the specified time frame. I am requesting this application form for my own personal use. I understand that it is my responsibility to keep the apprenticeship programs office notified of my current address and telephone number.

APPLICATION FEE

In order to receive the Application Form for this Apprenticeship Program, an **Application Fee of \$25.00** for each Application must accompany this "Apprenticeship Application Request Form". Make your check or Money Order payable to:

SOUTHEAST IOWA
ELECTRICAL APPRENTICESHIP

Please Note: if your check is returned by your banking institution your application will be withheld from future processing until full payment is properly made – Including reimbursement for any returned check charges.

If You Are Mailing This Form, Be Sure to Enclose Your Payment If you wish to receive an Apprenticeship Application Form. **** Do NOT Mail Cash – Only Checks or Money Orders are Acceptable Payment****

Signature Date

RETURN THIS FORM TO:
SOUTHEAST IOWA ELECTRICAL APPRENTICESHIP
1205 N. Central Avenue
Burlington, IA 52601
(319) 753-1165

The recruitment selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age – except the applicant must be at least 17 years of age to apply and 18 years of age at start of program. The JATC does not and will not, discriminate against qualified individuals with a disability because of the disability of such individuals.

For Official Use Only

App# _____ Cash _____ Check # _____ MO# _____

Date Received _____ Date Sent _____

Information Needed to Complete the Application Process

As an applicant for the apprenticeship program, *I understand that it is my responsibility to provide all of the following information.* I further acknowledge that I must submit all required information to the JATC within 30 days of the date that I submitted my application form. Therefore, I am responsible to see that all documents are received by the JATC.

- Provide reliable documentation for proof of age, such as copy of driver's license (minimum of 17 years of age to apply and 18 years of age at start of program). Applicant must be able to legally work in the United States.
- Provide documentation of being a high school graduate, or have a GED, or having a two-year Associate Degree or higher.
- Provide an OFFICIAL TRANSCRIPT for high school and post high school education and training. All GED records must be submitted if applicable.
- Submit a DD-214 to verify military training and/or experience if a veteran and wish to receive consideration for such training experience.
- Provide evidence of **successful completion** of: one full year of **high school algebra with a grade of "C" or better**, or **one post high school algebra course with a grade of "C" or better**, or the electrical training ALLIANCE's online Tech Math Course – if not provided on OFFICIAL transcripts submitted. Please note Pre-Algebra **DOES NOT** qualify.
- Provide any other required documentation or information such as letters of recommendation, personal merit citations, achievement awards, etc. that the applicant would like the JATC to consider.
- For a full list of Qualifications for Apprenticeship, see www.seiajatc.org

-PLEASE NOTE-

In order to qualify for an oral interview, an applicant must obtain a score of "4" or higher, using the electrical trade's aptitude test developed and validated by the American Institutes for Research.

Applicants who qualify for an oral interview are interviewed in the order in which they complete the application process.

Prior to being indentured, applicants selected from the pool of interviewed applicants must be at least 18 years of age.

Prior to being indentured, applicants selected from the pool of interviewed applicants may be required to provide results of a physical examination and drug test as determined by the JATC.

Apprenticeship Program Participation

As an apprentice in this apprenticeship and training program you may be required to report for on-the-job training assignments anywhere within the employment jurisdiction of the JATC. The geographic jurisdiction by county, of this JATC is as follows:

In the State of Iowa, The Counties of **Louisa, Des Moines, Lee, Henry, Washington, Van Buren, Wapello, Davis, Appanoose, Monroe, Jefferson, Mahaska and Keokuk.**

As an apprentice in this apprenticeship and training program, periodic advances are presently awarded according to the following schedule.

Period	Rate of Pay	OJT Hours		Related Training
1	50%	0-1000	And	Satisfactory Progress
2	55%	1001-2000	And	1 st Year School Completed
3	60%	2001-3500	And	2 nd Year School Completed
4	65%	3501-5000	And	3 rd Year School Completed
5	75%	5001-6500	And	4 th Year School Completed
6	85%	6501-8000	And	5 th Year School Completed

(Example: To advance to fourth period, one must have satisfactorily complete the second year of related training and must also have accumulated 3500 hours of OJT with satisfactory performance)

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and related training. Successful completion of one year related training and the minimum OJT hours are required for advancement – except for advancement to second period, during the probationary period. In this case, a minimum of 1000 OJT hours and satisfactory progress in related training are required.

BRIEF JOB DESCRIPTION-Inside Wireman Apprentice: Works with a journeyman electrician installing conduit, wire, electrical panels, lighting fixtures, in new construction and remodel projects both indoors and outdoors. May work on fire alarm systems, HVAC power and control systems, parking lot lighting, traffic control lights, factory power and control systems, field sports lighting, etc. The program is 5 years with a minimum of 8,000 on-the-job training hours and 900 hours of classroom related training.