

SHEET METAL APPRENTICE APPLICATION

Qualifications necessary for an Applicant to be considered for a Sheet Metal Apprenticeship:

- Be able to perform all tasks of the trade.
- Must be a high school graduate, have received a G.E.D., H.S.E.D., or a high school senior in good standing.
- **Complete, sign and date this application and return along with the EEOC Supplemental Information Form.**
- **Provide a copy of your high school diploma, high school transcripts, G.E.D. or High School Equivalency Certificate.**
- Successfully complete an aptitude test, when scheduled.
- Appear before the Committee for orientation and to receive your Letter of Introduction.
- All apprentices must have a valid driver's license if it is a bona fide requirement of the employer or have dependable means of transportation to work and related instruction.

"Personal information you provide may be used for secondary purposes [Privacy Laws. 15.04(1)(m)]"

Please Print or Type

Date of Application: _____

Social Security No: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

Last Name *First Name (Given)* *Middle Initial*

Address: _____
Street Address *Apartment Number*

City *State* *Zip Code* *County*

Telephone Number: (_____) _____ Cell Phone Number: (_____) _____

E-Mail Address: _____

Education and Training Background:

Check one of the following you obtained:

_____ High School Diploma _____ G.E.D. _____ H.S.E.D. _____ Senior in Good Standing

_____ Other, Explain _____

Apprenticeship Application EEOC Supplemental Information

Name _____

Social Security Number _____

The Apprenticeship Sponsor is committed to equal opportunity for all applicants. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

---- Please Complete the Following ----

The information provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

Race: (CHECK ALL THAT APPLY) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Islander	Ethnic Group: (CHECK ONE) <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Origin Hispanic or Latino
	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

This form will not become part of your Personnel file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.

PLEASE RETAIN FOR YOUR RECORDS

Madison Area Sheet Metal Joint Apprenticeship Training Committee

SHEET METAL APPRENTICESHIP (Construction)

What They Do

The Sheet Metal Worker:

- Fabricates and installs heating and air conditioning systems for human comfort in offices, stores, homes and industrial buildings.
- Fabricates and installs exterior building ornamentations, gutters, flashings and metal roofs.
- Fabricates and installs industrial fume removal systems, waste material and collection systems and boiler breaching systems.
- Fabricates and installs kitchen equipment, counters, hoods, tables, cabinets and specialty items.

Working Conditions

The Sheet Metal Worker works both in the shop and at the construction site. Compared to other construction trades, the Sheet Metal Worker does a great deal more shop work. Following plan specifications and using flat sheets of metal, (black-iron, copper, galvanized or stainless steel, etc.) the Sheet Metal Worker uses fabrication machinery to construct round or square duct work, which is later fitted together on the job site. Much of the outside work requires the ability to climb ladders and to work from scaffolds to erect the sheet metal ducts, flashings, etc. Sheet Metal Workers must be especially safety conscious because of the nature of the materials, tools and equipment with which they work.

Interest and Temperament

People interested in becoming Sheet Metal Workers must have the ability to follow instructions, and as apprentices work under the direct supervision of skilled journeyworkers. The apprentice must enjoy working with his/her hands and have the ability to make decisions without close supervision. A good working knowledge of math, mechanical drawing, blueprint reading, and the ability to work to close tolerances are necessary. With the widespread use of computerized plasma cutting machines, a computer background is desirable. Apprentices must be willing to continue their education throughout their career as a Sheet Metal Worker to keep abreast of rapidly changing technology.

SHEET METAL APPRENTICESHIP (Environmental Systems Technician/Service)

What They Do

- Maintains and repairs heating, ventilating and air conditioning in offices, stores, homes and industrial buildings.
- Installs and troubleshoots low voltage controls.
- Installs refrigerant piping, gas piping and condensate drains.
- Installs and adjusts start-up/air balancing and adjustments on new equipment.

Working Conditions

EST mechanics work inside the building in the equipment rooms, outside on the roof and throughout the structure. The work is varied and challenging because of the many types of inspection and replacement jobs encountered. They use many varied test instruments and tools in the trouble shooting and repairing of systems.

Interest and Temperament

- Service Technicians must like working on mechanical equipment with tools and instruments.
- They must be willing to keep up with the constantly changing technology.
- With the onset of computerized building automation systems, a computer background is a valuable asset.
- Technicians must be capable of working and thinking independently.
- Because they represent the company in their personal contacts with the customer, good communication skills are a must.

MINIMUM QUALIFICATIONS OF APPRENTICES FOR BOTH PROGRAMS

- It is recommended that all applicants shall not be less than 17 years of age.
- Must be a high school graduate, have received a G.E.D., or High School Equivalency, or a high school senior in good standing.
- Be able to perform all tasks of the trade.
- Be required to furnish proof of age.
- Must be able to furnish a record of schooling and grades obtained.
- Be able to meet required norms on aptitude test.
- All apprentices must have a valid driver's license if it is a bona fide requirement of the employer, otherwise they must have a dependable means of transportation to work and their related instruction.

Admission Requirements

- Submission of formal application.
Madison Area Sheet Metal JATC
150 Communications Drive
Sun Prairie, WI 53590
Office (608) 220-4546 Fax (608) 492-2937
coordinator@madisonsmjatc.org
- Applicants must submit a completed application and the EEOC Supplemental Information Form DWSA-63-1. A completed application consists of a signed and dated application, and proof of a high school equivalent education.
- Applicants must submit an official record of high school transcripts, diploma, GED or High School Equivalency.
- Contact the High School you graduated from and ask them to send you a copy of your transcripts, or simply make a copy of your high school diploma or GED and mail to the Apprenticeship Office along with your application.

- Upon receipt of the required information, the Apprenticeship Office will issue a test letter to the applicant providing instructions on how to complete the aptitude test requirement at Madison Area Technical College.
- To successfully pass the aptitude test, applicants must achieve minimum scores in the following: Reading Comprehension = 66, Arithmetic = 66 and Elementary Algebra = 33.
- Applicants who fail to qualify may apply for retesting after they submit proof of tutoring by a valid tutoring agency in the area(s) of failure.
- After successfully completing the aptitude test, the Apprenticeship Committee will meet with apprentice applicants and issue a "Letter of Introduction", which qualifies them to seek employment as a Sheet Metal or E.S.T. Apprentice.
- Placement on Pool List - Applicant names will be placed on a list to be used by any employer seeking qualified applicants.
- Before any applicant can become an apprentice, the prospective employer must submit an application to the Apprenticeship Committee. The application will be reviewed to be certain that the employer meets State and Local Standards. If all conditions are met, the applicant will be registered as an apprentice.

Conditions of Employment after Registration of the Apprentice

- School Attendance (Sheet Metal/Construction)
 - Sheet Metal/Construction apprentices are required to attend 504 hours of paid related instruction. Classes are held one full day every week except during the summer months. Wages while attending paid related instruction are paid by the employer at the same rate as working on the job.
 - Sheet Metal/Construction apprentices must also attend 420 hours of unpaid related instruction on their own time at the Madison Area Technical College.
 - All classes are scheduled by the Apprentice Coordinator.
- School Attendance (E.S.T./Service)
 - E.S.T./Service apprentices are required to attend 560 hours of paid related instruction. Classes are held two full days every other week except during the summer months at Waukesha County Technical College. Wages while attending paid related instruction are paid by the employer at the same rate as working on the job.
 - E.S.T./Service apprentices must also attend 420 hours of unpaid related instruction on their own time at the Madison Area Technical College and at Waukesha County Technical College.
 - All classes are scheduled by the Apprentice Coordinator.
- Contract Conditions
 - Length of Apprentice Contract – 5 years consisting of no less than 9,000 hours of on the job training and paid related instruction.
 - Work Experience cards furnished by the Apprenticeship Office must be returned monthly to the Apprenticeship Office for review by the Committee. These cards are used to assure that minimum number of hours in each particular phase of the trade are achieved.
 - The Apprenticeship Committee will schedule progress reviews after six (6) months, one (1) year, two and one half (2 ½) years, and a final review. The Committee also reviews the apprentice at three (3) months and nine (9) months. Attendance by the Apprentices is not required at the 3-month or 9-month review.
 - Wages are based on a percentage of the wage paid to a Journeyworker.
 - Employers must make every effort to provide reasonably continuous employment throughout the program. Due to the nature of the industry, you may be expected to work more than 40 hours or less than 40 hours in any given week.

Completion of Apprenticeship

- Is contingent upon having completed the prescribed number of paid related instruction hours, unpaid related instruction hours and on the job training hours.
- A completion diploma will be awarded by the Wisconsin Department of Workforce Development.

Any questions or problems regarding apprentices are to be handled by the Apprenticeship Committee upon the request of the Employer and/or Apprentice.

Any further questions may be answered by calling or writing the Apprenticeship Office:

**Madison Area Sheet Metal JATC
150 Communications Drive
Sun Prairie, WI 53590
Office (608) 220-4546
Fax (608) 492-2937
coordinator@madisonmjatc.org**

Should there be a discrepancy between this information and your apprentice contract, the contract will supersede. Should you feel the recommendations of the Joint Apprenticeship Training Committee to be contrary to the area apprenticeship standards, you have the right to appeal to the Wisconsin Department of Workforce Development, P.O. Box 9792, Madison, Wisconsin, 53707, stating the specific standards you feel were violated.