

# Southeast Iowa Apprenticeship Application Request Form

## Ottumwa Area

Have you ever applied for this program before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Area Code

\_\_\_\_\_ Number

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Area Code

\_\_\_\_\_ 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 program's office notified of my current mailing address and telephone number.

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## Application Fee

In order to receive the Application Form for this Apprenticeship Program, an Application Fee of \$20.00 for Each Application must Accompany this "Apprenticeship Application 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 Further Processing until Full Payment Is Properly Made - Including Reimbursement for any Check Charges.**

If You Are Mailing This Form, Be Sure to Enclose Your Payment If You Wish Receive an Apprenticeship Application Form.

**\*\* Do Not Send Cash – Only Checks or Money Orders Are Acceptable Payments \*\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return This Form To:  
Southeast Iowa Electrical Appr.  
1205 N. Central Ave.  
Burlington, Iowa 52601  
319 – 753 – 1165

This 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 at time of indenture. The JATC does not, and will not discriminate against a qualified individual with a disability because of the disability of such individual.

For Official Use Only

App # \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ MO # \_\_\_\_\_ CC # \_\_\_\_\_

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 a copy of a driver's license (minimum of 17 years of age).
- 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 passing grade or one post high school algebra course with a passing grade - if not already provided on OFFICIAL transcripts submitted.
- Provide any other required documentation or information such as letters of recommendation, personal merit citations, achievement awards, etc. that the application would like the JATC to consider.

### -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 a 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: Henry, Washington, Van Buren, Wapello, Davis, Appanoose, Monroe, Jefferson, Keokuk, Marion, Mahaska and Monroe.

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	1st Year School Completed
3	60%	2001-3500	and	2 <sup>nd</sup> Year School Completed
4	65%	3501-5000	and	3 <sup>rd</sup> Year School Completed
5	75%	5001-6500	and	4th Year School Completed
6	85%	6501-8000	and	5th Year School Completed

(Example: To advance to fourth period, one must have satisfactorily completed 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 of related training and the minimum OJT hours are required for advancement - except for advancement to the second period, during the probationary period. In this case, a minimum of 1000 OJT hours and satisfactory progress in related training are required.