

Online Application Process

Once you have received an automated e-mail informing you that your account was successfully created, please follow the following steps:

Log in with your e-mail and password at:

<https://secure.tradeschoolinc.com/v3/wtxjatc-org/login/index.php>

1. Click on the **Applications tab** in order to begin the application process.
2. On this page you will select **Inside Apprentice** under Program of Interest and then fill in the information required.
3. There are four statements that you will need to read over and acknowledge understanding of before you can proceed with the application. (This will create the actual application and assign you an application number).
4. On the next page you will see is a **Web Receipt** with a link that says **CLICK HERE to complete your application online**.
5. After selecting this link you will return to the Application tab that has a new option to **Edit Application**. Selecting this will allow you to complete the four step application process.
 1. Please complete the following form (This is the application)
 2. Please enter your work history
 3. Submit required documentation (This is a list of the required documents you will need to submit with an acknowledgement of understanding)
 4. Please provide a copy of your valid driver's license and required documentation If you have trouble uploading your documents in this step, you can submit these through other means such as:
 - i. scan and email to psalazarjatc@wtxjatc.org
 - ii. copy and mail to PO Box 245 Amarillo, TX 79105
 - iii. fax to 806-331-6718
 5. EEOC Supplemental Information This form will not become part of your personal file. It will be maintained in a separate file, used only for EEOC reporting purposes.

If there are any questions, please call me 806-372-1581 or email me at psalazarjatc@wtxjatc.org.