



Sample: Apprentice Application Information

The Next Scheduled Application Period (To Be Determined)

Applicants will complete an application card and will place card in a locked box provided by the training center. NO PERSON WILL BE GIVEN AN APPLICATION CARD EXCEPT DURING THESE HOURS

At the conclusion of the application period, under the supervision of the New York State Department of Labor, one hundred applications will be drawn from the locked box for participation in a one-hour orientation. Applicants will be notified by mail for the orientation.

Application cards that were not drawn will remain in the locked box for the next scheduled apprenticeship application drawing. This process will continue until the desired number of apprenticeship positions is obtained, or until all apprenticeship application cards are exhausted. APPLICANTS MUST ATTEND THE ONE-HOUR ORIENTATION IN ORDER TO BE CONSIDERED FOR APPRENTICESHIP.

MINIMUM APPRENTICESHIP STANDARDS

- HIGH SCHOOL DIPLOMA OR G.E.D. (ORIGINAL OR STAMPED) UPON ACCEPTANCE
- PROOF OF CITIZENSHIP OR HAVE THE LEGAL RIGHT TO WORK IN U.S. UPON ACCEPTANCE
- SOCIAL SECURITY CARD
- BE A MINIMUM OF 17 YEARS OF AGE

Individuals who can show that they meet the conditions listed above after making an application for apprenticeship will be afforded an oral interview by the Joint Apprenticeship Training Committee (J.A.T.C.) Once an applicant is interviewed and receives a passing grade on the evaluation procedures, an applicant shall remain active in the apprentice application record book, subject to selection, for a period of two (2) years from the date of the interview. **All applicants for apprenticeship are required to report to a collection site designated by the organization for a substance abuse screening.** Upon the successful completion of the substance abuse screening, the applicant will be assigned to a N.Y.C.D.C. Local Union. All applicants who wish to receive consideration for military training must submit a DD-214 to verify military experience.

Applicant must present a photo I.D. for the substance abuse screening and upon acceptance into the apprenticeship program.

All applicants who wish to enter the apprenticeship as a 2nd, 3rd or 4th year apprentice must provide the J.A.T.C. with proper documentation that defines their experience in the construction industry. This documentation must be comprised of official documents such as payroll records, notarized letters of experience, confirmation and sworn statements. The J.A.T.C. will examine all documentation submitted before qualification is acknowledged. The J.A.T.C. will schedule a skill and knowledge evaluation interview with the applicant if it is deemed appropriate.