

APPLICATIONS

BASIC REQUIREMENTS ARE:

Age: shall be at least 17 years of age

Education: a high school diploma or GED equivalency is mandatory. Applicant must provide an official transcript for high school. All GED records must be submitted if applicable.

Physical: shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.

Jurisdiction: must be legally eligible to work in the United States of America. Must be a resident of that part of the jurisdictional area of Local #1 which consists of Peoria, Tazewell, Woodford, Fulton and McLean Counties.

Applications may be obtained at the Sheet Metal Workers Apprenticeship Office, 4220 N. Boulevard Avenue, Peoria Heights, IL between the hours of 9:00 a.m. and 1:00 p.m. on Monday, Wednesday or Friday. If you have any questions, please call 309-682-3141.

**MINORITIES & FEMALE APPLICANTS ARE ENCOURAGED TO APPLY
AN EQUAL OPPORTUNITY EMPLOYER**

Note to Previous Applicants: If original application is over two years old, a new application must be made.

NOTICE OF NONDISCRIMINATORY POLICY OF SHEET METAL WORKER'S LOCAL 1 JOINT APPRENTICESHIP TRAINING COMMITTEE

The Sheet Metal Worker's Local 1 Joint Apprenticeship Training Committee ("JATC") admits apprentices of any race, color, national or ethnic origin, age or sex to all the rights, privileges, programs and activities generally accorded or made available to apprentices at the JATC. The JATC does not discriminate on the basis of race, color, national or ethnic origin, age, sex or disability in administration of its educational policies, admissions policies, scholarship and loan programs, or other JATC-administered programs.

APPLICATION – NEXT PAGE

APPLICATION for APPRENTICESHIP in the SHEET METAL TRADE



Sheet Metal Joint Apprenticeship and Training Committee

PLEASE PRINT

Date _____

Name _____ S.S. No. _____

Address _____

City _____ Zip Code _____

Age _____ Date of Birth _____ Phone No. _____

Height _____ Weight _____ Married () Single ()

Male () Female ()

Are you a member of any of the following minority groups as defined by Federal regulations?

- () Black
- () Hispanic
- () American Indian or Alaska Native
- () Asian or Pacific Islander

In case of an emergency, contact _____

Have you served in the armed forces? Yes () No ()

How long? _____ Which Branch? _____

Did you graduate from high school? Yes () No () When? _____
(Transcript will be required)

Check courses you have completed: Algebra 1st year () Algebra 2nd year () Geometry ()
Trigonometry () General Science () Physics () Drafting () Other Schooling _____

Have you ever applied for apprentice training before? Yes () No () If so, where? _____

Will you be able to provide reliable transportation for yourself? Yes () No ()

List your present employer and one previous employer.

Company	Address	No. Months	Kind of Work
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Company	Address	No. Months	Kind of Work
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Do you seek credit on apprenticeship term for previous experience? Yes () No ()

Before this application can be considered you must: provide an official transcript of your high school record, proof of age and physical condition and take the required aptitude and other tests.

If accepted as a Sheet Metal apprentice, I agree to attend school on my own time and pursue the prescribed course of study related to the Sheet Metal trade; to comply with local standards of apprenticeship for the Sheet Metal trade; and to abide by the decisions and rules of the persons responsible for conducting the apprenticeship program.

Signed _____

Print Name _____

Date _____

**SHEET METAL WORKERS
JOINT APPRENTICESHIP TRAINING COMMITTEE
4220 N. BOULEVARD AVENUE
PEORIA HEIGHTS, IL 61616**

**PHONE NUMBER: 309-682-3141
FAX NUMBER: 309-682-4164**

INSTRUCTION TO APPLICANTS

Applicants for the apprenticeship in the Sheet Metal Trade must comply with the following:

- 1. Obtain a photocopy of your high school diploma or equivalent**
- 2. Obtain a copy of your birth certificate. This must be a certified copy from the courthouse or health department.**
- 3. Request transcript of your high school grades. The school must mail this directly to the address above or fax directly to the fax number above.**
- 4. Obtain a small photograph of yourself – this photo will not be returned.**

These items must be received with the application-any application without all the above items WILL NOT BE ACCEPTED.

After your application has been accepted, you will be notified when the next test period is scheduled. Tests are usually scheduled for the spring and/or the fall.

Applicants who qualify for personal interviews will be notified.

PERSONAL EXPERIENCE FORM

Sheet Metal Workers' Joint Apprenticeship Committee Local 1

Marking Instructions

Use a No. 2 pencil

- *Do not use ink, ballpoint, or felt tip pens.
- *Make solid marks that fill the response completely.
- *Erase cleanly any mark you wish to change.
- *Make no stray marks on this form.

NAME: _____

SSN#: _____

Directions:

On the following pages you will be asked to indicate the extent to which you have experienced, have been educated in, or are currently active in areas related to apprentice training in sheet metal. Please be sure to read each question carefully, as different questions may require different responses (i.e., month, years, semesters, etc.). There are a total of 10 sections in all.

In order to ensure accurate scoring of all responses, using a #2 pencil only fill in each oval completely. If you make a mistake, be sure to erase as cleanly as possible.

You are expected to be honest and accurate when completing this form. False or misleading information to any of the questions below will result in immediate elimination as a candidate for the Sheet Metal Workers' Joint Apprenticeship program. Local 1.

I understand that if I provide false or misleading information to any of the questions below, it will result in the immediate elimination as a candidate for the Sheet Metal Workers' Joint Apprenticeship program, Local 1 or dismissal from the apprentice program.

Signature

Date

Other Construction Experience

total hours worked

0	up to 1000	up to 2000	2000+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(i.e., laborer, trowel trades, carpenter, electrician, sheet metal, etc.)

(What Trade(s)) _____

2. Vocational Training School or Career Academy. Yes No

(name of school) _____

3. Pre-apprentice Training Certificate Yes No

(name of organization) _____

(length of program) _____

4. Have you attended a J.A.C. sponsored open house at this Sheet Metal School? Yes No

5. High School Mathematics, C average or better.

semester(s) 0 1 2 3 4 5 6 7 8

(name of school(s)) _____

6. High School Mechanical Drawing, C average or better.

semester(s) 0 1 2 3 4 5 6 7 8

(name of school(s)) _____

7. High School Shop/Vocational Classes, C average or better.

(class) _____ semester(s) 0 1 2 3 4 5 6 7 8

(class) _____ semester(s) 0 1 2 3 4 5 6 7 8

(class) _____ semester(s) 0 1 2 3 4 5 6 7 8

(class) _____ semester(s) 0 1 2 3 4 5 6 7 8

8. High School Organized Athletics.

(sport) _____ years: 0 1 2 3 4
(sport) _____ years: 0 1 2 3 4
(sport) _____ years: 0 1 2 3 4

9. High School Organized Student Activities

(activity) _____ years: 0 1 2 3 4
(activity) _____ years: 0 1 2 3 4
(activity) _____ years: 0 1 2 3 4

10. Post-High School Organized Activities (i.e., sports, organizational membership, etc.).

Team sports, athletics years: 0 1 2 3 4 5 6 7 8

Hrs/wk: 0-1 1-2 2-3 3-4 4+

Individual sports, athletics years: 0 1 2 3 4 5 6 7 8

Hrs/wk: 0-1 1-2 2-3 3-4 4+

Hobby clubs, photography, or crafts years: 0 1 2 3 4 5 6 7 8

Hrs/wk: 0-1 1-2 2-3 3-4 4+

Volunteer/charitable/organization years: 0 1 2 3 4 5 6 7 8

Hrs/wk: 0-1 1-2 2-3 3-4 4+

Can you provide documents to validate the above questions: Yes No
(payroll stubs, w-2 forms, transcripts, certificates, etc.)

In the space below, give one additional fact about yourself, which you feel, will make you a successful sheet metal apprentice.

SHEET METAL WORKERS' JOINT APPRENTICESHIP COMMITTEE INFORMATION SHEET

The following information is provided to any person interested in choosing the sheet metal trade as a career:

1. The apprenticeship term is four years including a probation period as determined by the Joint Apprenticeship Committee.
2. An apprentice works on-the-job during the day and attends two (2) nights of training a week for four years. Each night consists of three (3) hours of schooling. The school year normally runs from September to April.
3. School classes include plan reading, drawing, mathematics, shop work including welding and soldering.
4. An apprentice must maintain a "C" average minimum when attending school.
5. An apprentice applicant will take an aptitude test. Applicants will be ranked by test scores.
6. An apprentice applicant will fill out a Personal Experience Form. This information will be scored and combined with aptitude test scores.
7. Individuals who have previously been apprentices in the program and who have been dismissed two or more times will not be ranked or selected for an apprenticeship.
8. An apprentice candidate must pass a drug test and possibly a physical as a condition of employment. (Failure will cause the applicant to be dropped from the program.)
9. An apprentice must have and maintain a valid driver's license and transportation to get to the job and drive the employer's vehicles as a condition of employment and for the term of apprenticeship.
10. Apprentices are eligible for health and welfare benefits after accruing 600 hours in covered employment.
11. Apprentices are initiated into the local union upon satisfactory completion of the apprenticeship and payment of the initiation fee.
12. All apprentices are subject to rules and regulations established by the Joint Apprenticeship Committee.
13. Apprentices must comply with a dress code.

**SHEET METAL WORKERS' JOINT APPRENTICESHIP COMMITTEE
INFORMATION SHEET
ESSENTIAL FUNCTION FORM**

The purpose of this Essential Function Form is to list the functions the candidate must be able to safely perform to be an apprentice sheet metal worker. Safe performance includes the safety of the apprentice and other individuals. The necessary functions and working conditions may be fulfilled with reasonable accommodations, which do not create an undue hardship or financial burden to the sheet metal worker contractor or the apprenticeship program in the three (3) categories listed below:

I. PHYSICAL

- A. Color Visual Acuity-Plan Reading-Depth Perception-Peripheral Vision
- B. Exercise-Walking-Climbing Stairs
- C. Standing for Two 4-hour periods
- D. Kneeling-Crawling-Sitting-Squatting-Stooping
- E. Manual Dexterity-Reaching-Stretching-Bending-Pushing
- F. Lifting 50 pounds
- G. Working-8 Hours-Possible Overtime Required-Saturday-Sunday
- H. Working Outdoors-Extreme Hot and Cold Temperatures
- I. Sun Exposure-Wind
- J. Dirt-Dust-Mud-Grease-Fumes and Chemicals must be tolerated.

II. MENTAL

- A. Heights-Ladders-Scaffold-Hoist
- B. Confined Spaces-Pipe Chases or Shafts-Ditches
- C. Insects-Basements
- D. Animals-Dogs-Cats-Rodents
- E. Foul Odors
- F. Assuming Responsibilities
- G. Termination (Laid Off)
- H. Seasonal Work
- I. Following Directions
- J. Driving or Operating Equipment
- K. Testing-Related Studies-Academic Performance

III. SOCIAL

- A. Communications with Home Owner-Boss-Employees
- B. Accepting Responsibility
- C. Job Priority
- D. Taking Orders and Getting Along with Others
- E. Long Travel Time and Distance to Job
- F. Customer Relations
- G. Working with a Partner
- H. Professional Appearance and Work Ethics

I. Start as Low Person on Job (Lack of Seniority)

**SHEET METAL WORKERS' JOINT APPRENTICESHIP COMMITTEE
INFORMATION SHEET
COMPLAINT PROCEDURE**

TITLE 29, CFR

SECTION 30.11(a) AND (b)

Any Apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Department of Labor. The complaint must be filed, in writing, not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint must include the name, address and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards and must be signed by the complainant.

Journeyman Retraining:

Possible Summer Classes:

March 4, 2009

TO: Members of Sheet Metal Workers Local Union No. 1

Sheet Metal Workers Local No. 1 Joint Apprenticeship Training Committee is pleased to offer the following classes in Journeyman Training.

These classes will be offered this summer one evening a week from mid-May to mid-August if there is enough interest shown.

Please check those classes that you are interested in and return this form by **March 20, 2009** to:

**Sheet Metal Workers Local No. 1 J.A.T.C.
4220 N. Boulevard Avenue
Peoria Heights, IL 61616**

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

All classes will require a \$50.00 deposit to start each class. **Please do not send in the \$50.00 when returning the survey.** At the successful completion of each class the \$50.00 will be returned.

If you have questions about any class offered, the Apprenticeship office is open from 8:00 a.m. to 4:30 p.m. (682-3141)

Welding – Mig, Tig or Stick welding will be offered. Class size will be limited to 6 people with first 6 people returning forms being placed in the course first. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Layout & Pattern Development – From basic to more difficult layout will be offered with each individuals needs trying to be met. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Math – General math for both shop & field applications. Calculator use will be gone over including the use of Trig. in layout work. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Computer Aided Drafting – Learn basic use of C.A.D. equipment with actual hands on use of computers and print plotters. (Some basic knowledge of computers & basic drafting knowledge is required for this class) If you have questions about requirements please call the apprenticeship office at 682-3141. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Test and Balance – Sections include TAB instrumentation, general air system procedures, information on balancing VAV systems, new test report forms, metric unit tables and charts, and much more. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Architectural Sheet Metal – General architectural sheet metal work will be covered with hands on installations. Material covered will be dictated by class needs. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Residential Journeyman Retraining Service Class – The basics of residential service are taught. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

EPA Certification – This 4 or 5 hour class on a Saturday in April or May will offer the opportunity to become certified in section 608 training & testing. Technicians servicing refrigeration systems must be certified under an EPA approved testing program.

_____ Write yes if you are interested in **EPA Certification**.

_____ Write yes if you are interested in attending a **10-hour OSHA class**.

_____ Write yes if you are interested in attending a **30-hour OSHA class**.

_____ Write yes if you are interested in attending a **First Aid class**.

Possible Fall Classes:

July

TO: Members of Sheet Metal Workers Local Union No. 1

Sheet Metal Workers Local No. 1 Joint Apprenticeship Training Committee is pleased to offer the following classes in Journeyman Training.

Please circle those classes that you are interested in and return this form by **July** to:

**Sheet Metal Workers' Local No. 1 J.A.T.C.
4220 N. Boulevard Avenue
Peoria Heights, IL 61616**

NAME: _____ PHONE: _____

ADDRESS/ZIP: _____

All classes will require a \$50.00 deposit to start each class. **Please do not send in the \$50.00 when returning the survey.** At the successful completion of each class the \$50.00 will be returned.

If you have questions about any class offered, the Apprenticeship office is open on Mondays, Tuesdays, Wednesdays and Fridays from 7:00 a.m. to 4:30 p.m. (309-682-3141)

Welding – Mig, Tig or Stick welding will be offered. Class size will be limited to 6 people with first 6 people returning forms being placed in the course first. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Layout & Pattern Development – From basic to more difficult layout will be offered with each individuals needs trying to be met. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Math – General math for both shop & field applications. Calculator use will be gone over including the use of Trig. in layout work. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Safety – Construction Safety Training

_____ Write yes if you are interested in attending a 10-hour OSHA class.

_____ Write yes if you are interested in attending a 30-hour OSHA class.

_____ Write yes if you are interested in attending a First Aid class.

Computer Aided Drafting – Learn basic use of C.A.D. equipment with actual hands on use of computers and print plotters. (Some basic knowledge of computers & basic drafting knowledge is required for this class) If you have questions about requirements please call the apprenticeship office at 682-3141. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Test and Balance – Sections include TAB instrumentation, general air system procedures, information on balancing VAV systems, new test report forms, metric unit tables and charts, and much more. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Wednesday

Architectural Sheet Metal – General architectural sheet metal work will be covered with hands on installations. Material covered will be dictated by class needs. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Residential Journeyman Retraining Service Class – The basics of residential service are taught. (CIRCLE BELOW FOR DAY PREFERRED)

Monday Tuesday Wednesday Thursday

Service Class Audit: 1st year –OFFERED TO A-CARD JOURNEYMEN ONLY!

ANY JOURNEYMAN AUDITING THE CLASS MUST BE A MEMBER IN GOOD STANDING FOR AT LEAST 4 YEARS. The service worker is mainly involved in service and repair of heating and air conditioning systems whether it is residential, commercial or industrial.

A-Card Journeymen sit in on the Service Worker Apprenticeship classes. A deposit is required and returned upon successful completion of the class. The Journeyman must follow the same rules as the Apprentice.

After the first year, the Journeyman must take and pass a written test with a score of 70% or more:

To audit the 2nd year class the Journeyman must pass both final tests for the 1st year.

To audit the 3rd year class the Journeyman must pass both final tests for the 2nd year.

To audit the 4th year class the Journeyman must pass both final tests for the 3rd year.

The nights of the class correspond with what night that particular Service Worker Apprenticeship class is being offered.

Please list any class or classes you would like to see offered that is not listed already and the day of the week you would like to see it held.

TELL US WHAT YOU WANT TO KNOW

Please help plan safety seminars! What topics would most benefit you?

- | | |
|---|--|
| <input type="checkbox"/> Scaffold Training | <input type="checkbox"/> Personal Protection Equipment |
| <input type="checkbox"/> Electrical Safety | <input type="checkbox"/> Confined Space Work |
| <input type="checkbox"/> Ladder Safety | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Materials Handling | <input type="checkbox"/> Workplace Violence |
| <input type="checkbox"/> Motor Vehicle Safety | <input type="checkbox"/> Fire Protection |

OTHERS: _____
