

**The Kentucky Sheet Metal
Joint Apprenticeship and Training Committee
810 N. English Station Road, Louisville, Kentucky 40223-4792
Phone: 502-245-2412 Email: admin@smw110training.com**

Dear Applicant,

By completing this application you are making an application to be placed on an Eligible Applicant List. Applicants are chosen from this list when a request to train an apprentice is received by the Committee. A composite score by scores for education, aptitude, training, and experience will determine your ranking on this list.

The Sheet Metal Local 110 Apprenticeship Program is four (4) years in length of related training. Apprentices starting wage rate is fifty percent (50%) of Local 110 Journeyperson wage rate with five percent (5%) pay increases approximately every six (6) months.

It is important that we have the current information necessary to reach you by mail. It is your responsibility to contact this office should your mailing address change after filing this application.

Before you can be scheduled to take the test survey, this office must have received your completed application.

You will be contacted by mail as to the time and place to take the test survey.

Your application can not be processed if all documents required are not included, and if you fail to show for your scheduled survey test or interview.

General Instructions for mailing:

- ❖ **Please print legible.**
- ❖ Fill out the application in its entirety.
- ❖ Return completed application and documentation in person or by mail to the following address:
Kentucky Sheet Metal JATC
810 North English Station Road
Louisville, KY 40223-4792
- ❖ Send **legible copies** of the following:
 - a. High school diploma and transcript of grades or General Equivalency Diploma (G.E.D.) and test scores along with high school transcript of classes completed.
 - b. Military Form DD-214, if applicable.

*High school grade transcripts and Military Form DD-214 are not a requirement in order to process your application; however, providing this documentation may add points to your overall composite score which may have an impact on your overall standing on the eligible applicant list.
- ❖ If you have a resume that lists all of your employment history you, may attach it to the application in lieu of filling out the Work Experience portion of the application.
- ❖ **Make sure you sign and date the application in the two (2) places required.**

If you have any questions, please feel free to contact this office.

Thank you,

Kentucky Sheet Metal Joint Apprenticeship and Training Committee

AREA: Central – Louisville area
(Check one) Eastern – Lexington area
 Western – Paducah area

APPLICATION No: _____
(office use only)

KENTUCKY SHEET METAL APPRENTICESHIP PROGRAM

APPRENTICESHIP APPLICATION FORM

Qualifications necessary for an applicant to be considered for the Sheet Metal Apprenticeship:

- (1) Be at least 18 years of age.
- (2) Have a valid drivers license.
- (3) Must be physically capable of performing the work of the trade with or without a reasonable accommodation.
- (4) Complete this page, the application and **return this form with the following:**
-Military Form DD-214, if applicable.

Note: All dates and other items from which an applicant's age could be calculated will be removed from any documents provided to the Program and will not be disclosed to the Committee.

- (5) Score a minimum of 25 on the math portion and a minimum of 28 on the reading portion of the test survey.
- (6) Submit to a background check.
- (7) Appear for an interview when notified.

If you are accepted into the Sheet Metal Apprenticeship Program, you will be required to:

- (1) Take and pass a drug-screening test.
- (2) Take a physical examination if prescribed by the Local JATC.
- (3) Serve a probationary period of one hundred twenty (120) days.
- (4) Serve a minimum of eight (8) six (6) month semesters and at least four (4) years of on the job training, including the probationary period, at a Contractor assigned by the JATC.
- (5) Be regular and punctual in reporting for work/training and in proper work clothing.
- (6) Provide your own transportation to and from the jobsite.
- (7) Work/train under the direction of a Journeyperson and perform the work and responsibilities assigned to you in a satisfactory manner.
- (8) Attend related instruction classes regularly and maintain an acceptable average of seventy (70) percent or above in those classes.
- (9) Purchase material for those related training classes as required.
- (10) Abide by all current rules and regulations and any future rules and regulations adopted by the JATC.

If you are rejected for the Apprenticeship Program, you may appeal your rejection within fifteen (15) days in writing to the local JATC.

I, the undersigned, have read all of the above rules and regulations and agree to abide by all of the above rules and regulations.

Signature

Date

APPRENTICESHIP APPLICATION
PLEASE PRINT

Application Number _____
(office use only)

All items must be answered. Should you give a false or misleading answer you will be disqualified immediately.

(1) Name of Applicant

Last	First	Middle Initial
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(2) Address

Street Address

City	State	Zip	County
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(3) Home Phone # ____/____/____ **Cell Phone #** ____/____/____

(4) Email address _____

(5) Social Security No. last four digits _____

(6) Are you at least 18 years of age? Yes No

(7) Do you have a valid driver's license for the state in which you reside? Yes No

Note: You will be required to provide proof of a valid driver's license if you are accepted into the Program.

(8) Have you been convicted of a felony? Yes No

If yes, list state(s) of all felony convictions _____

Note: Being convicted of a felony does not automatically disqualify you from being accepted into the Program.

(9) Are you a Veteran? Yes No **Branch of Service** _____

Length of Service _____ **Date of Discharge** ____/____/____

(10) Are you currently employed? Yes No

(11) Do you have previous work experience in the Sheet Metal Industry? Yes No

(12) Do you have a High School Diploma or G.E.D.? Yes No

(13) Name and Address of High School: _____

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(14) **Are you authorized to work in the United States?** Yes No

(15) **How did you hear about the Sheet Metal Local 110 Apprenticeship Program?**

(16) **Work Experience** - Please list your employment history **beginning with your present or most recent job.** Include Military experience, summer jobs and part time jobs. List a contact person and telephone number for each place of employment.

Employer: _____ Dates Employed: _____ to _____
Contact Person: _____ Phone No: ____/____/____
Description: _____

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Contact person: _____ Phone No: ____/____/____
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APPRENTICESHIP APPLICATION
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Application Number
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Employer: _____ Dates Employed: _____ to _____

Contact person: _____ Phone No: ____/____/____

Description: _____

Employer: _____ Dates Employed: _____ to _____

Contact Person: _____ Phone No: ____/____/____

Description: _____

(17) Certification

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the Kentucky Sheet Metal Joint Apprenticeship and Training Committee to thoroughly investigate the information on my application.

I understand that full employment is not guaranteed. If this Application is accepted and if I am offered the opportunity to enter into this Apprenticeship Program as an Apprentice, I agree to comply with all current and future rules and regulations of the Kentucky Sheet Metal Joint Apprenticeship and Training Committee.

Apprenticeship in the Sheet Metal Industry requires hard physical labor, working in various weather conditions, working in confined spaces, including but not limited to working off all types of scaffolds, mechanical lifts and ladders of various heights. It also requires learning to safely use and operate tools, equipment and machines related to the Trade including welding and soldering. If you do not feel as though you are capable of attempting to learn this Trade with or without a reasonable accommodation, do not apply.

As a condition of being accepted into the Kentucky Sheet Metal Apprenticeship Program, all individuals are required to pass a pre-employment drug test and a background check.

Signature of Applicant Date