



## **FAIRBANKS ALASKA CARPENTER TRAINING CENTER**

6 TIMBERLAND DRIVE  
FAIRBANKS, ALASKA 99701  
TELEPHONE: (907) 452-4626 FAX: (907) 456-5542



Dear Applicant,

Please read all of the information in the attached explanation of the application process and make sure to send all the required documents listed on page two of the application. If any of the documents are not present when the application is returned, the application will be rejected as an invalid application.

The deadline for accepting applications is March 15<sup>th</sup>, 2019. Applications must be post marked no later than this date to be accepted.

If you have any questions, please feel free to call the office at (907) 452-4626.

Sincerely,

Josh Bolton  
Training Coordinator  
Fairbanks Carpenter Training Center

## **EXPLANATION OF THE APPLICATION PROCESS**

for the Fairbanks Carpenter Apprenticeship Program

### **THE MINIMUM QUALIFICATIONS TO APPLY ARE:**

- 18 years of age
- High school diploma or GED equivalency
- Shall be physically capable of performing the essential functions of the occupation without endangering themselves and/or fellow workers.

Interested persons should pick up an application, during the specified period, at the Fairbanks Carpenter Training Center located at 6 Timberland Drive, Fairbanks, Alaska, during normal business hours; Monday through Friday 8:00am – 4:00pm.

Applicants living 50 miles or more outside of Fairbanks may mail, email, or fax a written request for an application. The request should include the following information:

1. Your name, address, and phone number
2. A brief statement requesting that an application be sent to you.
3. Print your name and sign and date your request letter. Please make sure all information is clearly legible.
4. Mail request to:

**Fairbanks Carpenter Training Center  
6 Timberland Drive  
Fairbanks, AK 99701**

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

For more information, please call (907)452-4626

## **Required Documents:**

1. Transcript of high school courses, including grades
2. High school diploma or GED equivalency certificate with scores
3. Copy of birth certificate
4. Copy of birth certificate
5. Veteran's DD214, if applicable. If you were never in the military service this does not apply to you.
6. Valid driver's license or the ability to obtain one by May 20<sup>th</sup>, 2019

## **Applications: We only accept completed applications**

**Interviews:** Interviews take place annually, usually around the end of the March or beginning of April. A time and date for an interview will be assigned to each applicant. You will be contact by certified mail notifying you of the date. Interviews last about 15 minutes each.

**Ranking List:** Applicants will be scored based on their application and interview. They will then be placed on a ranking list according to their score. This list will be maintained for two (2) years from the date of the interview.

**Selections:** Selections will be made as needed, beginning with the highest score on the ranking list. If you are not selected, your application is kept for five (5) years and your ranking is kept for two (2) years. In that two year period, you may update your application for a better ranking score.

**Training:** If you are accepted into the apprenticeship program you will be required to attend your first year of training at the carpenters training center in Fairbanks beginning in May and lasting approximately six (6) weeks.

- Class are held Monday through Friday, 7:00am – 3:30pm
- Students are not paid while in class
- Tuition of \$750.00 will be due the first day of class
- Tuition will cover books, first year tools, and other items
- Students will be required to have work clothing including gloves, steel-toed work boots, and rain gear. No loose or baggy clothing.

**Job Placement:** Upon completion of the six (6) weeks of training, students will be sent to work as an "Apprentice Carpenter" with various union construction companies in Fairbanks or the surrounding areas. Starting wages are around \$23.00 per hour. This amount represents 60% of the Journeyman wage. For every 875 hours that an apprentice works they receive a 5% pay increase.

**Schooling/OJT Requirements:** During the next three (3) years apprentices will continue to come to class, during the winter months, for training that lasts approximately six (6) weeks each year. They may then return to work, if work is available. Apprentice carpenters must complete the four (4) years of schooling (1,040 hours total) and work between 6,000 to 7,000 hours on the job to complete the apprenticeship program and receive their Journeyman's certificate. It normally takes about five (5) years to complete the program.

Below are some of the subjects that are covered during the four-year apprentice:

Concrete forms	Metal Studs
Residential framing	Acoustical ceilings
First Aid/CPR	OSHA construction safety
Aerial lift	Commercial door hardware
Forklift	Laminate countertops
Builders level transit	Soffit framing
Scaffolding	Total station training
Rigging	Stair building
Blueprints	Doors and trim work
Welding	Barrel ceilings

If you have any questions, please feel free to call the office at (907)452-4626.

Sincerely,

Josh Bolton  
Training Coordinator  
Fairbanks Carpenter Training Center

# APPRENTICE APPLICATION FORM

**Fairbanks Carpenter Training Center  
6 Timberland Drive  
Fairbanks, AK 99701  
(907)452-4626**

APPLICATION DATE: \_\_\_\_\_ APPLICATION NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

DEMOGRAPHIC (race, ethnicity, sex, veteran group):

Race (mark all that apply)

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Native Hawaiian or other Pacific Islander

\_\_\_\_\_ White

Ethnic Group (mark one)

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Not Hispanic or Latino

Sex (mark one)

\_\_\_\_\_ Male \_\_\_\_\_ Female

Veteran Status (mark one)

\_\_\_\_\_ Non-Veteran \_\_\_\_\_ Veteran

CURRENTLY EMPLOYED?: \_\_\_\_\_ YES \_\_\_\_\_ NO

APPLICATION NUMBER: \_\_\_\_\_

The following items are required to complete your file so that your application will be complete and you will be contacted for the next available interview.

**REQUIRED:**

- \_\_\_\_\_ 1.) High school diploma or GED
- \_\_\_\_\_ 2.) School transcripts
- \_\_\_\_\_ 3.) Birth certificate
- \_\_\_\_\_ 4.) DD-214 (if applicable)
- \_\_\_\_\_ 5.) Valid driver's license (or the ability to obtain one by May 20<sup>th</sup>, 2019)

Driver's license#: \_\_\_\_\_ State: \_\_\_\_\_

**OPTIONAL, BE RECOMMENDED:**

- \_\_\_\_\_ 6.) Two letters of recommendation
  - A. Professional (from work or school)
  - B. Personal (from a non-relative friend)

By signing below, I understand it is my responsibility to produce the above required documentation in order to have a complete file and be entitled to an interview. You may mail the above documents to:

Fairbanks Carpenter Training Center, 6 Timberland Drive, Fairbanks, AK 99701

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

You will be notified of the date of your interview by phone or mail

BE ADVISED: If you are selected for the program, a \$750.00 tuition fee will be required and collected the first day of class of first year of training. This fee covers first year apprentice tools, books, incidental supplies, a first aid course, and union initiation fees.

You are applying for an apprenticeship that will be making selections on an as-needed basis.

IF YOU HAVE ANY QUESTIONS, CALL THE TRAINING CENTER AT (907)452-4626

**WORK HISTORY – BEGIN WITH PRESENT JOB AND WORK BACKWARD** (you may attach a resume)

(INCLUDING MILITARY SERVICE)

\_\_\_\_\_ ATTACHED RESUME

1. Name, Address, and Phone Number of Employer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

2. Name, Address, and Phone Number of Employer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

3. Name, Address, and Phone Number of Employer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

4. Name, Address, and Phone Number of Employer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**HIGH SCHOOL**

Name and Location of School: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_

Graduation or GED Date: \_\_\_\_\_

TRADE RELATED COURSES: \_\_\_\_\_

*Attach a copy of your high school diploma or GED. Include a copy of high school transcripts.*

**TRADE SCHOOL, VOCATION, COLLEGE, TRADE ASSOCIATION, OR UNION**

Name and Location of School(s): \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_

Trade Related Courses: \_\_\_\_\_

*Attach copies of transcripts from any post-secondary schools.*

**OTHER INQUIRIES**

How did you learn about our apprenticeship program?: \_\_\_\_\_

Have you ever been enrolled in an apprenticeship program before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, complete the following:

TRADE: \_\_\_\_\_

Program Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Length of time enrolled: \_\_\_\_\_

Did you complete the program? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you did not complete the program, reason for leaving: \_\_\_\_\_

\_\_\_\_\_

List any other skills or trade knowledge you have. What do you know how to do in this trade?

\_\_\_\_\_

\_\_\_\_\_

Do you have reliable transportation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, #: \_\_\_\_\_

If no, is your license suspended at this time? \_\_\_\_\_ Yes \_\_\_\_\_ No



**MILITARY TRAINING**

Did you take any construction related courses in the military? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what courses? \_\_\_\_\_  
\_\_\_\_\_

**JOB CORPS**

Did you take any construction related courses in Job Corps? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what courses? \_\_\_\_\_  
\_\_\_\_\_



**REFERENCES (Work or Personal):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

How many days of work have you missed in the past year? \_\_\_\_\_

What was your reason for missing the days (above) you missed? \_\_\_\_\_

As a Carpenter, you will be required to do HARD PHYSICAL LABOR AND WORK IN HIGH AND CONFINED PLACES. Are you aware of any reason why you would not be able to meet these requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain on a separate piece of paper. Your answer will remain confidential.

BRIEFLY GIVE YOUR REASON FOR CHOOSING CARPENTRY AS A TRADE: \_\_\_\_\_

**Authorization and understanding:**

Completeness and Accuracy of Information:

I affirm that all of the information now or hereafter given by me in support of my application for apprenticeship is true and completed. I understand that any false or misleading information in support of my application may disqualify me from becoming an apprentice or subject me to discharge at any time during the period of my apprenticeship. If I have any questions about this application or the selection process, I will direct them to the Apprenticeship Program Sponsor prior to submitting the completed application.

Authorization of Release of Information and Release from Liability:

I authorize you to verify any of the information given during the application process with appropriate individuals, companies, institutions, or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of disclosure. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures. A photocopy or other electronic reproduction of this authorization/release is binding and may be relied upon.

I acknowledge that I have read, understand, and accept the above statement in its entirety and have had opportunity to ask questions regarding any aspect of this application, and that I accept the above terms.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Application Number: \_\_\_\_\_

**INFORMATION LIST**

- |                           |  |
|---------------------------|--|
| 1. OBJECTIVE OF PROGRAM   | To provide the construction industry with highly skilled and dependable carpenters.  |
| 2. SPONSORS OR PROGRAM    | Financed and administered by Management and Labor.   |
| 3. LENGTH OF PROGRAM      | Minimum of four years from entry level to Journeyman status including 1,040 hours of classroom hours and 6,000-7,000 on-the-job training hours.  |
| 4. TYPES OF TRAINING      | a.) Classroom – lectures, textbooks, visual aids, demonstrations, tests, and shop. No wages are paid for this training.<br>b.) On-the-job training (OJT) working for the contractors for wages. You will be monitored for progress.  |
| 5. PERSONAL REQUIREMENTS  | a.) Integrity, honesty, trustworthiness.<br>b.) Sober. Not addicted to intoxicants or narcotics<br>c.) Dependable, reliable, prompt, and obedient.<br>d.) Ambitious. Desire to work hard and be productive.<br>e.) Physically able to work at heights and endure bad weather.<br>f.) Math-accurate in basic functions. |
| 6. DISADVANTAGES          | Seasonal. One job security. All types of weather.  |
| 7. RATE OF PAY            | Rate of pay may vary with contractual changes. Start out with 60% Journeyman rates - \$23.00 per hour  |
| 8. SCHEDULE OF SELECTIONS | Interviews take place once per year. Selections will be made according to score/rank on an as needed basis. Application kept on file 2 years. May request another interview after one year.  |

I have read and understand the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Social Sec. #