



Alaska Carpenters Training Trust

www.AlaskaCarpentersTraining.org

"Through Our Doors Pass the Best Trained Builders in the Nation"

Anchorage: 8751 King St • Anchorage, AK 99515 • Phone: (907)344-1541 • Fax: (907)349-5823

Email: admin@ubctrainingak.net

INSTRUCTIONS FOR APPRENTICESHIP APPLICATION

APPLICATIONS ARE DUE NO LATER THAN: DECEMBER 31ST

In order to ensure that all applicants are assured equal opportunity during the selection process, the Alaska Carpenters Training Trust has adopted the attached procedure for the selection of apprentices. This selection procedure is based on qualifications alone. It is the JATC policy that no one shall be treated differently, separately, or have any action directly affecting him or her taken on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or genetic information where a person is otherwise qualified or could be with reasonable accommodation.

In order to meet the basic requirement for apprenticeship and be granted an interview by the JATC, each applicant must:

- A. Be 18 years of age or older
- A. Be an Alaska resident for a minimum of 30 days prior to the closing date of accepting applications
- B. Have a high school diploma or equivalent
- C. Must have a valid Alaska driver's license
- D. Possess proof of social security number
- E. DD-214 if you have been in the military
- F. Be mentally and physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers
 - a. **UPON SELECTION AS AN APPRENTICE, YOU MUST BE WILLING TO SUBMIT TO (AND PASS) A DRUG AND ALOCHOL SCREENING AND COMPLY WITH ALL DRUG AND ALCOHOL POLICIES OF THE TRAINING CENTER.**
- G. Be able to read, write, and speak the English language in order to comprehend instructions on the job, in related training classes, and to ensure personal and coworker safety on the job.
 - a. Persons with hearing or speech impairments may contact RelayAlaska at their TDD/TTY number, 800-770-8973, and they will assist you in contacting the training center.
- H. Legal employable status in the United States of America.

Documentation that must be submitted with your application (APPLICATIONS WITHOUT THE REQUIRED DOCUMENTATION WILL NOT BE ACCEPTED):

1. Copy of Alaska driver's license
2. Copy of social security card
3. Proof of Alaska residency (permanent fund receipt, hunting/fishing license, pay stubs, etc.)
4. Copy of high school diploma/GED & transcripts
5. Copy of DD-214, if applicable

SELECTION PROCEDURES

The success of an organization depends on the quality of its employees, i.e., the personal characteristics and natural abilities they possess, as well as experience and/or training they have acquired. Since the purpose of this apprenticeship system is to provide the contractors we serve with high quality employees, our selection procedure is designed to select only people who possess the following personal characteristics and attributes:

- **GOOD HEALTH** - in good physical condition w/endurance and agility.
- **INTEGRITY** - honest and trustworthy.
- **DEPENDABLE** - prompt, attentive, and responds to authority.
- **HIGH MOTIVATION** - productive w/strong desire to reach full potential.
- **GOOD SPATIAL APTITUDE** - ability to visualize the way shapes and sizes fit together in a chronological order.
- **MANUAL DEXTERITY** - good hand/eye coordination and ability to learn to use carpenter tools efficiently.

We accept applications year round and enroll only the number we have job opportunities for. Our Selection Committee attempts to select the people who are best suited for this **very demanding program.**

RELATED AND ON THE JOB TRAINING

We provide two distinct types of training:

1. **Related Training**

- a. Once accepted into the program, classes will be held at the Training Center at 8751 King Street in Anchorage. This will consist of approximately 30% classroom and 70% manipulative work (working with tools and materials of the trade).
- b. Yearly Hour Requirements:

<u>Carpenter/Millwright/Scaffold</u>			<u>Piledriver</u>		
1st Year	240 hours	(6 weeks)	1st Year	160 hours	(4 weeks)
2nd Year	240 hours	(6 weeks)	2nd Year	160 hours	(4 weeks)
3rd Year	240 hours	(6 weeks)	3rd Year	160 hours	(4 weeks)
4th Year	240 hours	(6 weeks)	4th Year	160 hours	(4 weeks)
TOTAL	960 Hours	(24 weeks)	TOTAL	640 Hours	(16 weeks)

2. **On the Job Training**

- a. Apprentices are employed as productive workers in accordance with the Collective Bargaining Agreement as jobs are available with Union Contractors.
- b. O.J.T. Hours Required: TOTAL 6,040 hours (Carpenters/Millwrights/Scaffold Erectors) and 4,560 (Piledrivers and Divers)

The starting wage for an apprentice is 60% of Journeyman scale. Apprentices receive an increase in wages every 875-1,300 hours.

TERM of APPRENTICESHIP

The term of apprenticeship shall not be less than 7,000 hours (Carpenters, Millwrights, and Scaffold Erectors)/5,200 hours (Piledrivers and Divers) of reasonably continuous employment.

APPRENTICE WAGES and WAGE PROGRESSION

Apprentices shall be paid based upon the following percentages of the journeyman wage rate:

<u>Carpenter/Millwright/Scaffold Erector</u>			<u>Piledriver/Diver</u>					
1 st Period	1 - 875	60%	5 th Period	3,501 – 4,375	80%	1 st Period	1 – 1,300	60%
2 nd Period	876 – 1,750	65%	6 th Period	4,376 – 5,250	85%	2 nd Period	1,301 – 2,600	70%
3 rd Period	1,751 – 2,625	70%	7 th Period	5,251 – 6,125	90%	3 rd Period	2,601 – 3,900	80%
4 th Period	2,626 – 3,500	75%	8 th Period	6,126 – 7,000	95%	4 th Period	3,901 – 5,200	90%

RATIO OF APPRENTICES

One apprentice may be employed after three (3) journeymen are on the job, but in no case shall there be less than one (1) apprentice out of every five (5) craft workers on the job when apprentices are available.

WORK PROCESSES

During the term of apprenticeship, the apprentice shall receive such instruction and experience as is necessary to develop a practical and skilled craft worker, thoroughly versed in the theory and practice of the trade. The apprentice will follow the schedule of work processes outlined below:

CARPENTER

A. Building layout; concrete footing and foundation forms	840
B. Concrete wall forms	660
C. Framing and heavy timber construction	960
D. Roof framing	300
E. Concrete columns and beam forms	360
F. Pre-cast concrete forms	360
G. Suspended slab forms	360
H. Scaffolds	260
I. Metal partitions	840
J. Sheet rock	440
K. Stairs	240
L. Suspended ceilings	380
M. Exterior trim	300
N. Interior trim	520
O. General work (handling and stacking material; cleanup)	180
TOTAL HOURS	<u>7,000</u>

PILED RIVER

A. General Knowledge (safety, tools, hazardous materials)	500
B. Framework for foundations & footings	1,500
C. Basic timber work	150
D. Oxygen/Acetylene Cutting & Fitting	150
E. Piledriving	1,400
F. Rigging	100
G. Arc Welding	500
H. Drill Shaft & Tieback Systems	500
I. Crane Signaling & Safety	100
J. Setting Preset Concrete	100
K. Girders & Framework	100
L. Scaffolding & Staging	100
TOTAL HOURS	<u>5,200</u>

COST

Once accepted into the program, on the first day of class apprentices will be expected to pay for books and to join the Union; however, grant funds may be available (for books and tools) to those who qualify, through the Department of Labor. These costs are as follows:

Books - \$300.00 (approximate cost, due first day of class)

Union - \$81.00 (approximate cost, due first day of class)

Hand Tools - \$725.00 and up (Must have primary tools by end of first year class)

GENERAL INFORMATION

Between classes each year, apprentices work on Union construction job sites as jobs are available. We do not guarantee you a job. When apprentices are on a job and it is time come in for the next related training class, apprentices are required to quit the job (the employers know this). Apprentices are required to join the local union (apprentices will join on the first day of class). Apprentices cannot work on any Union jobs or attend classes unless they are a Union member.

There is no tuition for training; however, each year when in class, students can draw unemployment if you would be eligible under normal circumstances to draw it. Also, if a Veteran, the school is V.A. approved. Check with the V.A. office to see if educational benefits are available, such as the GI Bill.

When begin working for a Union Contractor, Pension and Health & Welfare benefits will begin, paid as part of the wage package by the employer. No benefits are paid on classroom hours.



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Application Number: _____

Date of Application: _____

Last Name: _____

First Name: _____

Middle: _____

Social Security Number: _____

Date of Birth: _____

Address: _____

City: _____

State: _____

Zip: _____

Home Phone: _____

Alternate Phone: _____

Email Address: _____

Name Change: Please provide the name that will appear on documents or transcripts that you submit, if it is different than your present name.

Last Name: _____

First Name: _____

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex or age- except the applicant must be at least 18 years of age at time of indenture. Women and minorities are encouraged to apply. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued there under.

Applicants who meet all basic requirements may be interviewed by the JATC. Apprentices will be selected in order of their final ranking.

(Office Use Only: Reviewed by:)



To meet minimum qualifications for apprenticeship, applicants must **(Please initial each line):**

- A. _____ Be a minimum of 18 years of age.
- B. _____ Be a high school graduate or have a GED.
- C. _____ Provide an official transcript for high school education. All GED records must be submitted, if applicable.
- D. _____ Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- E. _____ Possess or have the ability to attain a valid Alaska Drivers License
- F. _____ Prior to being indentured, applicants selected from the pool of interviewed applicants will be required to provide results of a physical examination and a drug test as decided by the JATC.
- G. _____ Must be physically fit and able to lift and carry 50 pounds.

Mark the appropriate statement(s) below to indicate how you qualify for interview and/or evaluation for acceptance into the Piledrivers apprenticeship program:

- H. _____ I qualify for evaluation and entry because I meet all minimum qualifications for the apprenticeship.
- I. _____ I qualify for evaluation and entry into apprenticeship because I work for a contractor who became signatory. Indicate the name of the contractor: _____

APPLICANT INFORMATION

A. Introductory Questions

What brought you to Alaska? Please explain: _____

B. Interest in the Piledriving Trade

What caused you to be interested in the Piledriving trade? Please explain: _____

Are there any aspects of the Piledriving trade that you do not like? _____

C. Ability to Accept Direction/Supervision

If we contacted your previous employer, what would he/she say about you? _____

How should a supervisor handle a problem employee on the job? Pick a problem you've experienced and explain how you would have handled the problem. _____

What are the most important things a supervisor should do in dealing with people? _____

D. Ability to Work with Others

Have you ever worked on teams, committees, or in other organizations? Please explain. _____

What are your interests away from your employment or school? Do you prefer work on a crew or would you prefer working alone? Why? _____

How do other people feel about working with you? Please explain. _____

E. Understanding of the Obligations of an Apprenticeship

Can you think of any restrictions on your working in remote sites? Include any responsibilities that may preclude you from doing so. _____

Do you have any difficulty performing hard physical labor? _____

Do you foresee any problems with committing yourself to the program for the full 4 years, 5200 hours, and working under direct supervision of this Committee? _____

Are you aware that there may be down times in the economy and that you may be unemployed at times? How do you intend to cope with this problem? Please explain. _____

Will you be able to take jobs that require you to be out of town for a period of weeks/months?

EDUCATION

1. Check the number of years of formal education you have completed:

10 11 12 13 14 15 16 17 18

2. Are you a high school graduate? Yes No

If no, do you have a GED? Yes No

3. List degrees you have earned (PRINT information):

Degree 1: _____

Major 1: _____

School 1: _____

Degree 2: _____

Major 2: _____

School 2: _____

4. Did you ever participate in any kind of vocational technical training during or after high school?

Yes No

If yes, how long was the program (months): _____

Describe the program: _____

Did you complete the program? Yes No

5. Did you participate in any kind of school-to-work (co-op education) while you were in high school?

Yes No

If yes, describe the program: _____

BACKGROUND

6. Have you served in the U.S. Military? Yes No
If yes, how long (months)? _____
Which branch? _____
Which military training schools did you complete, if any? _____
7. Have you ever been convicted of a felony? (A conviction will not automatically disqualify you.)
 Yes No
If yes, explain the conviction: _____
8. Do you have construction work experience? Yes No
If yes, please explain: _____

9. Have you applied with this apprenticeship program before? Yes No
If yes, how many times and which years? _____
10. Have you applied for apprenticeship in any other trade or occupation? Yes No
11. Have you participated in an apprenticeship of any kind? Yes No
If yes, in what? _____
12. Are you currently serving an apprenticeship? Yes No
If yes, list the employer or apprenticeship sponsor: _____
13. Do you have a valid driver's license? Yes No
14. Do you have a commercial driver's license (CDL)? Yes No
If yes, what class CDL do you have? _____

INTEREST AND ABILITY

15. List a few reasons why you are applying for this apprenticeship program: _____

16. Give a brief description of the kind of work you think is involved with this trade: _____

17. Are you physically and mentally able to safely perform or learn to safely perform the work of this trade, either with or without reasonable accommodations? Yes No
18. Are you able to get to and from work at various job sites anywhere within the geographical area that this apprenticeship program covers (the state of Alaska)? Yes No
19. Are you able and willing to attend all related classroom training as required to complete your apprenticeship? Yes No

20. Are you able to climb and work from ladders, scaffolds, poles or towers of various heights Yes No
21. Can you crawl and work in confined spaces? Yes No
22. Are you able to read and understand English? Yes No
23. Are you able to hear and understand verbal instructions and warnings given in English? Yes No

WORK HISTORY

*****You must complete and return with this application, a work history summary sheet, indicating your present and previous employers. *****

24. Are you presently employed? Yes No
 24 (a). If yes, do you request that we do NOT contact your present employer? Yes No
25. Do you have the legal right to work in the United States of America? Yes No

EMPLOYER REFERENCES

Employer: _____ **Contact Person/Number:** _____
Date work began: _____ **Date work ended:** _____
Duties performed: _____

Reason for leaving: _____

Employer: _____ **Contact Person/Number:** _____
Date work began: _____ **Date work ended:** _____
Duties performed: _____

Reason for leaving: _____

Employer: _____ **Contact Person/Number:** _____
Date work began: _____ **Date work ended:** _____
Duties performed: _____

Reason for leaving: _____

STATEMENTS OF UNDERSTANDING

*****PLEASE INITIAL EACH OF THE STATEMENTS BELOW TO INDICATE YOUR KNOWLEDGE AND UNDERSTANDING****

NOTE: IF YOU NEED CLARIFICATION ON ANY ITEM DO NOT HESITATE TO ASK

_____ I am aware that it is my responsibility to keep this program informed of any change in my address or phone number.

_____ I have read and understand the basic qualifications for entry into the program.

_____ I understand that I must furnish documentation to provide evidence that I do meet the qualifications required for entry into the pool of eligible candidates for this apprenticeship.

_____ I understand that it is my responsibility to see that all OFFICIAL transcripts and other required documents are provided in a timely manner in order to complete my application.

_____ I understand that if I fail to submit ALL of the required information within the specified time frame, my application may be considered incomplete.

_____ I understand that I cannot qualify for interview until I have met the minimum basic qualifications and have provided the necessary transcripts and documents as required.

_____ I hereby acknowledge that I bear the sole responsibility for completing my application following the instructions provided.

_____ I understand that any intentional false information or statements that I have provided on this application form or on other documents shall be cause for termination or indenture, should I be selected for the program.

_____ I understand that an incomplete or unsigned application form will NOT be processed.

_____ I understand that only the original application form will be processed, and that photocopies are not acceptable.

_____ I understand that if selected, I will be required to complete the selection process by qualifying on any examination, including a physical examination or drug testing, if required by the sponsor: either before or after signing an indenture.

_____ I understand that if selected I will be required to attend class once every year, at my own expense, as directed by the JATC for 4 consecutive years.

_____ I have initialed all of the above, to indicate my understanding, and state that, to the best of my knowledge, all information provided on this form is true and accurate. I hereby grant permission to all former employers and references listed to disclose any information concerning my past employment and/or qualifications. I agree that any false statements made by me in this application shall constitute grounds for disqualification of my selection or grounds for my discharge, if false information is discovered after being selected for the apprenticeship.

I hereby apply for an apprenticeship indenture with this sponsor and agree that is selected, I will abide by all standards, rules and policies covered by the indenture (Apprenticeship Agreement).

SIGNED: _____

DATE: _____

APPRENTICESHIP APPLICATION EEOC SUPPLEMENTAL INFORMATION FORM

THIS APPRENTICESHIP SPONSOR IS COMMITTED TO EQUAL OPPORTUNITY FOR ALL APPLICANTS. THE RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING OF APPRENTICES DURING THEIR APPRENTICESHIP, SHALL BE WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX OR AGE- EXCEPT THE APPLICANT MUST BE 18 YEARS OF AGE. WE RESPECTFULLY REQUEST THAT YOU RETURN THIS FORM ALONG WITH YOUR COMPLETED APPLICATION FORM FOR APPRENTICESHIP.

******PLEASE COMPLETE THE FOLLOWING******

THE INFORMATION, VOLUNTARILY PROVIDED BELOW, IS SIMPLY FOR EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) PURPOSES.

THIS INFORMATION WILL ASSIST US IN OUR EFFORTS TO PROVIDE ACCURATE INFORMATION IN COMPLIANCE WITH EEOC REGULATIONS AND REQUIREMENTS.

Name: _____

Social Security Number: _____

Date of Birth: _____

Sex: Male Female

Race (choose only one):

- American Indian or Alaskan Native
- Asian or Pacific Islander
- African American
- Hispanic
- White

How did you become aware of this apprenticeship opportunity?

- | | |
|--|--|
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Career Day |
| <input type="checkbox"/> Outreach Organization | <input type="checkbox"/> Posted Announcement |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Guidance Counselor |
| <input type="checkbox"/> Television | <input type="checkbox"/> Newspaper: _____ |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Internet: _____ | |

THIS FORM WILL NOT BECOME PART OF YOUR PERSONAL FILE. IT WILL BE MAINTAINED IN A SEPARATE FILE, USED ONLY FOR EEOC REPORTING PURPOSES