

California Applicant Checklist!

UA Local 290 Apprentice and Journeyman Training Institute APPLICATION CHECKLIST

Please provide the following documents WITH your application. All documents and the application must be MAILED TOGETHER in one envelope.

You will need to submit one or more of the following to complete your application:

- One form of Photo ID, **One Copy**: State issued Driver's License, Non-Driver ID, Passport, TWIC, or Transit Card

One of the following types of transcripts:

- Official Copy of High School Transcripts
 - ** Applicants currently enrolled in High School must submit an official letter from a school counselor or registrar with the date the applicant will graduate and a partial transcript as proof of math requirement being met. (**Transcripts must be mailed WITH YOUR APPLICATION, they cannot be mailed separately.**)
- GED Transcripts
- Translated Foreign Transcripts
- College Transcripts
 - ** Transcripts from a post-high school education institution accredited by a state education agency, may be accepted as evidence the education qualification standard is met if the transcript affirms the applicant has high school, community college, or baccalaureate graduate status or is a GED exam score qualifier.

Any questions regarding the application checklist can be emailed to applications@290tech.edu. We will not accept any applications by email, all applications and supporting documents must be mailed to the PO Box.

NO applications or documentation will be accepted at any of our locations. All the above documentation must be submitted and mailed together to the PO. Box at the time of the specified application opening dates. No additional documentation will be accepted during interview process.

****** Notification will be sent by email , please check spam/junk mail *****

***** CALIFORNIA J.A.T.C. *****

APPLICATION FOR APPRENTICESHIP PROGRAM

You must print all information and make no stray marks on this form.
The applicant must complete this form in its entirety and include all documents from the applicant checklist and mail to:
UA 290 AJTI P.O. Box 1090 Sherwood, OR 97140

APPLICANT'S NAME: (Fields marked with * are required)

Last* _____
First* _____
Middle _____

MAILING ADDRESS:

Street* _____
City* _____
State* _____ Zip* _____
Cell Phone* () _____
Alt. Contact # () _____

E-MAIL ADDRESS*:

Trade you are applying to ?

(**Please only select the trade(s) you are actually interested, selecting more than one doesn't increase your chances of getting into the apprenticeship)

- Steamfitting
- Plumbing

EDUCATION

You must supply all official transcripts as required.

1. Circle to indicate years of formal education you have completed.
Less than 10 10 11 12 13 14 15 16 17 18 More than 18
2. Are you a High School graduate? YES NO
2a. If no, do you have a "GED"? YES NO
3. List degrees you have earned:
Degrees Major School

4. Did you satisfactorily complete and receive credit for Algebra I (or some higher math) in high school or in a post high school institution? YES NO
5. Did you ever participate in any kind of vocational technical training during or after high school? YES NO
5a. If yes, how long was the program? _____ Months
5b. Describe the program: _____

- 5c. Did you complete the program? YES NO
6. Did you ever participate in any kind of school-to-work (co-op-education) program when you were in school?
6a. If yes, describe the program: _____

- 6b. Did you obtain full time employment (placement) in a related field upon completion of this program? YES NO

BACKGROUND

7. Have you served in the US Military? YES NO
7a. If yes, how long? _____ Months
7b. Which branch? _____
7c. Which military training schools did you complete, if any?

8. Have you ever been convicted of a felony? YES NO
(Convictions will not automatically disqualify you)
9. Have you EVER been convicted of any criminal offense of violation, EXCEPT minor traffic offenses with a maximum potential of a fine of less than \$500? YES NO
If "Yes" please explain and identify the nature of the offense and the city and state or other jurisdiction where the offense was committed. _____
10. Do you have any construction experience in related fields? If yes, please circle all trades you have construction experience in:
Steamfitting Plumbing
11. Do you have experience in any kind of construction work? YES NO
12. Do you have any other experience in related fields? If yes, please circle all trades you have experience in:
Steamfitting Plumbing HVAC/R
13. Have you ever applied to this apprenticeship program before? YES NO
13a. If yes, how many times? _____
13b. If yes, which year(s)? _____
14. Have you ever applied for apprenticeship in any other trade or occupation? YES NO
15. Have you participated in an apprenticeship of any kind? YES NO
15a. If yes, in what? _____
16. Are you currently serving an apprenticeship? YES NO
17. Do you have a valid Driver's License? YES NO
17a. If no, did you ever have a Driver's License? YES NO
18. Do you have a Commercial Driver's License (CDL)? YES NO
18a. If yes, what Class CDL do you have? _____
18b. If no, did you ever hold a CDL? YES NO
19. How did you hear about this program? (Check all that apply)
 School/Counselor Through a Pre-Apprenticeship Program
 Radio/TV From Someone In The Trade
 Newspaper Job Placement
 Word-Of-Mouth

20. List some reasons why you are applying for this apprenticeship program: _____

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

ABILITY

22. Are you physically and mentally able to safely perform the work of this trade either with or without reasonable accommodations? YES NO
23. Are you able to get to and from work at various job sites anywhere within the geographical area that this apprenticeship program covers? YES NO
24. Are you able and willing to attend all related classroom training as required to complete your apprenticeship? YES NO
25. Are you able to climb and work from ladders, scaffolds, poles or towers of various lengths and heights? YES NO
26. Can you crawl and work in confined spaces such as: attics, manholes, and crawl spaces? YES NO
27. Are you able to read and understand English? YES NO
28. Are you able to hear and understand verbal instructions and warnings given in English? YES NO

WORK HISTORY

29. Are you presently employed? YES NO
 29a. If **yes**, do you request that we not contact your present employer? YES NO

List all employers. Begin with your most recent employer. Provide dates (from and to) to show how long you were employed with each employer.

Employer _____
 Address _____
 City _____
 State _____ Zip _____
 From _____ To _____
 Give job title, describe work performed, and indicate reason for leaving: _____

Employer _____
 Address _____
 City _____
 State _____ Zip _____
 From _____ To _____
 Give job title, describe work performed, and indicate reason for leaving: _____

Employer _____
 Address _____
 City _____
 State _____ Zip _____
 From _____ To _____
 Give job title, describe work performed, and indicate reason for leaving: _____

NOTE: If more space is needed for work history, attach a separate sheet of paper to this form.

30. Did you have any part-time or summer jobs while attending school? YES NO
31. Do you have the legal right to work in the United States of America? YES NO

YOU MUST PROVIDE THE FOLLOWING INFORMATION IN ORDER TO COMPLETE YOUR APPLICATION.

The information provided below is required for EEOC (Equal Employment Opportunities Committee) purposes and therefore must be completed. This section will be removed by the program sponsor and kept in a separate file from your application form.

Date of Birth: _____
 Month Day Year
 Sex: Female Male Non-Binary
 If your name has ever changed, please provide the name that will appear on documents or transcripts that you submit:

Race: (Check only one)
 Caucasian
 Asian
 Black
 Pacific Islander
 American Indian
 Hispanic
 Other

 (Print Name Here)

STATEMENT OF UNDERSTANDING

You must initial each of the statements ('A' through 'L') below to indicate your knowledge and understanding.

NOTE: IF YOU NEED CLARIFICATION ON ANY ITEM BEFORE INITIALING IT, DO NOT HESITATE TO ASK.

INITIALS

STATEMENT

- A. _____ I am aware that it is my responsibility to keep this program informed of any change in my address or phone number.
- B. _____ I have read and understand the basic qualifications for entry into this program.
- C. _____ I have been given specific instructions as to what is required of me to complete this application and to become qualified for an oral interview.
- D. _____ I understand that I must furnish documentation to provide evidence that I do meet the qualifications required for entry into the pool of eligibles.
- E. _____ 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.
- F. _____ I understand that if I fail to provide **ALL** of the required information within the specified time frame, my application may be considered incomplete.
- G. _____ I understand that I cannot qualify for an interview until I have met the minimum basic qualifications and have provided basic transcripts and documents as required.

- H. _____ I hereby acknowledge that I bear sole responsibility for completing my application following the instruction provided.
- I. _____ I understand that any intentional false statement or information I have provided on this application form or on other documents shall be cause for denial of oral interview should I be selected for the Program, or termination of indenture.
- J. _____ **I understand that an incomplete or unsigned application form will NOT be processed.**
- K. _____ I understand that if selected, I may be required to complete the selection process by qualifying on any examination, including a physical examination or drug testing, as required by the sponsor; either before or after signing indenture.
- L. _____ I understand that only the **ORIGINAL** application form will be processed; photocopies are not accepted.

Understanding all the above and stating that, to the best of my knowledge, all information provided on this form is true and accurate; I hereby apply for an apprenticeship indenture with this sponsor and agree that if selected; I will abide by all Standards, Rules, and Policies covered by the indenture (apprenticeship agreement).

Signed _____

Date _____

(Applicant Must Provide Date)

INSTRUCTION FOR THE COMMITTEE

The applicant must complete this form in its entirety and mail to: **UA 290 AJTI P.O. Box 1090 Sherwood, OR 97140**
The sponsor (JATC) must detach this section **AFTER** the information has been entered in the log book maintained by the sponsor. This section will be kept and maintained **IN A SEPARATE FILE**, in numerical order, for any authorized compliance review. This application form and all related documents, including the log book and this detached section, will be maintained on file by the sponsor and with the sponsor, at one central location, for a minimum of **FIVE (5) YEARS**. After this tear-off section has been **DETACHED**, a copy of the application form may be provided to each interviewer to assist in the interviewing process. The **ORIGINAL** application must always be retained in the applicant's file (whether they are selected or not). **ALL COPIES** of the application shall be **COLLECTED** and **DESTROYED** immediately following the interview.

REV: 10/03/2022-10/14/2022