

SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

Applicants shall not be less than eighteen (18) years of age. Applicants shall be required to provide proof of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. A transcript of school records shall support satisfactory grades in specific courses, for example mathematics, mechanical drawing, etc. Points based on these grades may be granted in the overall evaluation at the time of the interview.

Applicants must 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.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. It shall be mandatory on the part of each apprentice to present a doctor's certificate as evidence of physical fitness sufficient to perform the work of the trade.

Applicants will be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

D. Aptitude Test

Aptitude test is not a requirement but individual locals may elect to have an aptitude test as part of the selection process.

E. Legal Residence

All applicants for apprenticeship must be able to prove they are legally eligible to work in the United States.

F. Other

Qualities such as interest, character, cooperativeness, judgment and similar factors which promise successful completion of the individual's apprenticeship and performance as a journeyman will be determined by giving a fair and impartial interview.

SECTION II. - APPLICATION PROCEDURES

- A. Applicants will be accepted (*throughout the year or as specified*). All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.