



**Education:**

**Did you graduate from High School? Yes  No  or did you obtain a G.E.D.? Yes  No**

**Did you attend college? Yes  No  If yes college name: \_\_\_\_\_**

**Two (2) - Personal References (other than relatives).**

<b>NAME</b>	<b>ADDRESS</b>	<b>City</b>	<b>ST.</b>	<b>PHONE</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**GENERAL WORKING CONDITIONS OF THE SHEET METAL APPRENTICE/JOURNEYPERSON:**

Sheet metal workers fabricate and install metal of varying thicknesses, including very heavy plate as well as many nonmetallic construction materials. Among the materials with which they work are various forms of insulation. They work from blueprints and sketches which set out the dimensions, locations, assembly procedures, and installation sequences that they must follow to detail, cut, form, fabricate and erect the materials used during construction. They have to understand the English language for the purpose of listening, reading, writing and other communication skills necessary in the workplace. They work with a variety of hand, mechanical and power cutting, punching, and forming machines, welding and burning equipment and lifting equipment such as hoists, chain falls, cranes, hi-lows, and helicopters. Work is performed indoors and outdoors and in all types of weather. It involves considerable standing, bending, kneeling, walking, reaching, and lifting, as well as work at heights, and the frequent unaided lifting of tools, materials, supplies and equipment weighing as much as 75 pounds. The work may be performed in easily accessible or cramped spaces located above, at or below ground level, in cold or extreme heat, and/or in clement or inclement weather.

Although hazards are kept to a minimum by following safety measures, the apprentice sheet metal worker is subjected to a variety of hazards such as cuts from sharp metal, burns from welding and cutting, falls from heights and strains from bending and lifting heavy objects. Apprentices are often exposed to a variety of chemicals, paints, solvents, oils and fumes in the shop and on the construction site. They must be able to perform job assignments while wearing respirators, hearing, eye and head protection and/or a work harness (personal protection equipment), when required.

The work of the sheet metal worker may be seasonal in character and sometimes subject to prolonged layoffs. Sheet metal workers are required to provide their own dependable transportation to and from work and school and from one area job site to another throughout the six (6) county areas of Wayne, Oakland, Macomb, Washtenaw, St. Clair and Sanilac. Fabrication and erection schedules may require working on day, afternoon or night shifts.

This description of the duties and working conditions of the sheet metal worker is not completely encompassing. It is the responsibility of the sheet metal worker to perform whatever duties the employer assigns which are necessary to complete the fabrication and installation of sheet metal work in a safe and efficient manner.

**I have read and understand all of the above stated working conditions. Yes  No**

**I am physically willing and able to work under conditions described above. Yes  No**

**Applicants must be physically able, with reasonable accommodation, if necessary, to perform the work of the trade. Describe in sufficient detail any reasonable accommodation which may be necessary to enable you physically to perform sheet metal work. A physical examination may be required prior to being placed for employment as an apprentice. If no accommodation is required, write "not required".**

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

You are required to pay a non-refundable \$60 test registration fee (cash only) at time of filing this application. The test registration fee will be waived for first time applicants who have worked for contractors that make contributions to the Apprentice Fund on their behalf. You will then be scheduled for a written test at Macomb Community College within the next 6 months. For your test date and time refer to: <http://www.smwl292jatc.org>

**If accepted into the Apprenticeship Program, the mandatory requirements for completion of the Program are:**

- A minimum of four years from the date of indenture into the Apprenticeship Program.
- A minimum of 96 school days attended plus completion of three separate evening class sessions.
- A minimum of 8000 hours of On the Job Training.
- Satisfactory completion of all homework assignments, required projects and upgrades tests.
- A current "American Red Cross Standard First Aid" card.
- Each apprentice will be required to sign an International Training Institute (ITI) Scholarship Loan Agreement (SLA) and Textbook Agreement prior to the start of each year of apprenticeship training.
- Each apprentice will be required to sign an Apprentice Indenture Agreement before entering the Apprenticeship Program.

**A physical examination may be required prior to being employed.**

**Any false statement made on this application will result in immediate disqualification.**

Do you understand that if you are working in the sheet metal trade as a production worker, your current Employer may be changed upon entering the Apprenticeship Program or at any time by decision of the Joint Apprenticeship and Training Committee (JATC)? Yes  No

I have received a copy of the Complaint Procedure? Yes  No

I understand that if I am selected by the Committee as a Pre-Apprentice, I will be required to undergo a drug and alcohol screening test at the Committee's expense. Yes  No

**If accepted into the Apprenticeship Program, I agree to comply with all the rules and regulations adopted by the Joint Apprenticeship and Training Committee. To the best of my knowledge, all statements by me on this Application are true and correct.**

Signature \_\_\_\_\_ Test Registration fee \_\_\_\_\_ By: \_\_\_\_\_

JATC Agent \_\_\_\_\_ Date \_\_\_\_\_

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### **OPTIONAL INFORMATION FOR AFFIRMATIVE ACTION RECORDS**

The Committee has filed an Affirmative Action Plan with the United States Department of Labor. In order to help us meet our obligations under the Plan and regulations issued by the Equal Employment Opportunity Commission under the provisions of the Civil Rights Act of 1964, we request that you answer the following questions.

Check One:  Male  Female

Check One:  Black\*  Hispanic\*  American Indian or Alaskan Native\*  
 White  Asian or Pacific Islander\*

**\* I understand that I must furnish proof of race/ethnic group within thirty (30) days of filing this application in order to be considered for minority preference. Yes  No**

# Local 292 Joint Apprenticeship & Training Committee

64 Park Street, Suite 200, Troy, MI 48083-2752

Ph.(248)589-0108 Fax(248)589-7856



I request that you send my transcripts and/or proof of graduation from High School or attainment of G.E.D. directly to:

Sheet Metal Workers Local 292  
Joint Apprenticeship and Training Committee  
Administrator/Coordinator  
64 Park Street, Suite 200  
Troy, MI 48083

Ph. (248) 589-0108 Fax (248) 589-7856

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**Apprentice Applicant, please print legibly.**

Indicate form of degree: High School \_\_\_\_\_ Adult Education \_\_\_\_\_ GED: \_\_\_\_\_

Name of High School or G.E.D. Testing Agency \_\_\_\_\_

School Location City \_\_\_\_\_ State \_\_\_\_\_

Attendance From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Did you graduate? Yes  No  Graduation year \_\_\_\_\_

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Your name as it appears on your school records

\_\_\_\_\_  
Applicant's first name Middle name Last name (Maiden name, if used)

Date of birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

You are hereby authorized to release all information concerning my High School/GED records to the Sheet Metal Workers Local 292 Joint Apprenticeship and Training Committee and/or its representatives for the purpose of further education (apprentice application)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

All interested parties must apply even if previous applications have been submitted and all applications must be filed in person at Sheet Metal Workers Local Union No. 292 Joint Apprenticeship and Training Committee office at 64 Park Street, Troy, Michigan. Copies of your High School diploma or G.E.D. certificate, picture I.D. and a non-refundable \$60 test registration fee (cash only) must be submitted with your application or the application will not be accepted. Applications are available and accepted on the second Monday of each month from 12:00 noon until 3:00pm. The test registration fee will be waived for first time applicants who have worked for contractors that make contributions to the Apprentice Fund on their behalf.

## **NOTICE OF COMPLAINT PROCEDURE**

### **FILING:**

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national or ethnic origin, age, sex, disability (except to the extent that such disability actually affects the applicant's ability to work at the trade or craft), marital status or other classification protected by federal, state or local law or ordinance with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of the Apprentice Program may, personally or through an authorized representative, file a complaint with the Committee or with the U. S. Department of Labor, Apprenticeship, Training, Employer and Labor Services/Bureau of Apprenticeship and Training (ATELS/BAT). The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against and a brief description of the circumstances of the failure to apply the equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of complaints filed directly with the Committee, any referral of such complaint by the complainant to the Department of Labor Bureau of Apprenticeship and Training must occur within the time limitation stated above or 30 days from the final decision of the Committee, whichever is later. The time may be extended by the Department of Labor Bureau of Apprenticeship and Training for good cause.

### **PROCESSING:**

If the complaint is filed directly with the Department of Labor Bureau of Apprenticeship and Training, it will be referred to the Committee unless the complainant has indicated otherwise.

The Department of Labor Bureau of Apprenticeship and Training shall, within 30 days following the referral of a complaint to the Committee, obtain reports from the complainant and the Committee as to the disposition of the complaint. If the complaint has been satisfactorily adjusted and there is no other indication of failure to apply equal opportunity standards, the case shall be closed and the parties appropriately informed.

When a complaint has not been resolved by the Committee within 90 days or where, despite satisfactory resolution of the particular complaint by the Committee, there is evidence that equal opportunity practices of the Apprenticeship Program are not in accordance with this part, the Department of Labor Bureau of Apprenticeship and Training may conduct such compliance review as found necessary and will take all necessary steps to resolve the complaint.

## **APPLICANT'S COPY**

# Local 292 Joint Apprenticeship & Training Committee

64 Park Street, Suite 200, Troy, MI 48063-2752

Ph. (248) 589-0108

Fax (248) 589-7856



## SELECTION POLICY FOR APPRENTICE CLASS

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national or ethnic origin, age, sex, disability (except to the extent that such disability actually affects the applicant's ability to work at the trade or craft), marital status, or other classification protected by federal, state or local law or ordinance. The Apprentice Committee has adopted an Affirmative Action Plan to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, PART 30.

The Apprenticeship Program is operated under the supervision and control of the Joint Apprenticeship and Training Committee. Production workers working under a Sheet Metal Workers Local Union No. 292 collective bargaining agreement which requires contributions to fund the programs of the Joint Apprenticeship and Training Committee shall be given preference when applying for admission to the Apprenticeship Program according to the number of hours each has worked under the collective bargaining agreement. To carry out the affirmative action program to which the parties have already committed themselves in order to encourage greater participation in the trade by minorities and females, every effort will be made to insure at least 19% of those admitted shall be from minority groups and at least 21 % shall be female. The Joint Apprenticeship and Training Committee shall take all necessary steps to accomplish both of these goals.

The basic qualifications for apprentice applicants are as follows:

- A. **AGE:** An applicant shall have reached his or her 18<sup>th</sup> birthday on or before the date set by the Joint Apprenticeship and Training Committee as the last day applications may be filed for a class. Applicants shall submit acceptable proof of age.
- B. **EDUCATION:** Applicants shall be high school graduates or possess an equivalent General Education Development Certificate (G.E.D.).

At the time of filing the applicant will be registered for written tests at Macomb Community College at a cost to the applicant of \$60 which is non-refundable and must be paid at time of filing (cash only). The test registration fee will be waived for first time applicants who have worked for contractors that make contributions to the Apprentice Fund on their behalf. The following tests will be given to each applicant: DAT Space Relations, DAT Mechanical Reasoning, and WRAT Math Test.

- C. **PHYSICAL ABILITY:** Applicants must be physically able, with reasonable accommodation, if necessary, to perform the work of the trade. A physical examination may be required prior to being placed for employment as an apprentice.
- D. **DRUG and ALCOHOL SCREENING:** All applicants selected by the Committee for admission to the Apprenticeship Program are required to submit to a drug and alcohol screening test, which will be performed at the Committee's expense.
- E. **MINORITIES:** Applicants seeking admission as a minority under the Affirmative Action Plan shall be required, where applicable, to submit proof of race/ethnic group at the time of filing the application.