

## APPLICATION INSTRUCTIONS

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1. **Turn in Applications to:** 50490 W. Pontiac Trail Wixom, MI 48393 – Applications must be turned into the Training center IN PERSON. They will be accepted the following days/hours only: Tuesday, Wednesday, Thursday at 8:30 a.m. or 12:45 p.m. Please call **248-960-2130**, first to set up your appointment. **THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR COMPLETED APPLICATION.** Official documents must be originals, COPIES WILL NOT BE ACCEPTED, no exceptions.
  - a. Completed Application
  - b. Completed Affirmative Action Form
  - c. High School diploma or sealed transcripts or GED (no copies)
  - d. Birth Certificate (no copies)
  - e. Valid Drivers License (no copies)
  - f. Social Security Card (no copies)
  - g. Non-refundable Application Fee – money order (no checks) for \$40.00 made out to “Ironworkers 25 Training Fund” or credit/debit card
  - h. Support documentation for related qualifications (if applicable)
  - i. Work Keys test scores previously taken within 2 years (if applicable)
  
2. **Aptitude Testing** – After turning in a completed application you are eligible to take your aptitude test. Testing may be completed at time of application or within 30 days of application as scheduled. Please allow 3 hours for testing on Tuesday, Wednesday or Thursday, at 8:30 a.m. or 12:45 p.m. only.
  - a. Testing will be done using ACT WorkKeys assessments: Applied Mathematics, Graphic Literacy, and the Talent assessment.
  - b. Locations - Testing can be done at any WorkKeys Solutions Provider <http://www.act.org/workkeys/locations.html>. Previous test scores are acceptable if completed within 2 years of application.
  - c. Test preparation and practice tests (\$5.00 each) are available online at <http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/test-preparation.html>
  - d. A free website is available for refresher math courses at [www.khanacademy.org](http://www.khanacademy.org)
  
3. **Drug Screen** – After turning in your completed application, you will be given a drug screen authorization form. The test must be completed within 14 days of application. The cost will vary depending on the clinic used and is to be paid in cash/debit/credit cards at the time of the test. You must have a valid photo ID and take an authorization form to the clinic. Failure to complete the drug screen within 14 days will disqualify your application.

4. **Cost of the program:** Cost to apply – \$40 Application fee, drug screen \$65-75. Upon being selected to begin training – physical \$65-80, \$100 union initiation, \$35.50 monthly union dues, \$500 for textbooks, and \$90.00 tuition every 6 months.
5. **Reapplying** – Applicants must wait 60 days before reapplying and must meet all requirements of an original application.

All requirements and appointments are the sole responsibility of the applicant, as is providing this office (248-960-2130) with any address or phone number changes. Failure to do so may result in the applicant being removed from the list of eligibility. All deadlines and eligibility criteria are final with no exceptions!

#### **Clinics for Drug Screen and Physical:**

1. Concentra Medical Centers (MI locations)  
<http://www.concentra.com/Our-Locations>  
800-232-3550
2. Wixom Occupational Health  
29600 South Wixom Road  
Wixom, MI 48393-3459  
(248) 668-1900
3. Covenant Occupational Health  
Saginaw/Bay City/Midland
4. McLaren Medical Group  
Lapeer/Grand Blanc/Mt. Pleasant/Bay City
5. AmeriLabs24-Drug Screens only  
6810 S Cedar St Suite 7  
Lansing MI 48911  
517-215-7209
6. Bronson ProHealth Centers  
St John/Paw Paw/Vicksburg/Kalamazoo/Battle Creek
7. Munson Occupational Health & Medicine  
550 Munson Ave  
Traverse City MI 49686  
231-935-8590

Date \_\_\_\_\_

Application # \_\_\_\_\_

**APPRENTICESHIP APPLICATION**

**Instructions:** All sections must be completed. Write "NONE" when applicable. Type or print all answers completely. All addresses must show street number, street, city, state and zip code.

Name (last, first, mi)		Last 4 digits of SS#	
Drivers License Number			
Present address (number, street, city state & zip code)			
Home Telephone #		Cell phone #	
Name & phone number of person to be notified of an accident or emergency			
Are you at least 18 years old	YES NO	Military service: Branch-	Type of discharge- Dates-

If you are not a US citizen are you actively pursuing citizenship? YES NO  
 If you are not a US citizen do you have a legal right to permanently remain in the US? YES NO  
 Do you intend to remain permanently in the USA? YES NO  
 Are you legally eligible to work in the USA? YES NO

**EDUCATION: (all schools above elementary, including trade and or technical**

Name of school	Address	Years-to & from	Date of Diploma/GED/Deg

**Note:** The request for the disclosure of your sex and race/ethnic origin on this form is made to enable the JATC to execute forms that are required by the EEOC under Title VII of the Civil Rights Act of 1964. The disclosure of your sex and race/ethnic origin will be kept confidential and will not be used for any other purpose than the filing of these reports.

Male \_\_\_\_\_ Female \_\_\_\_\_ Race/Ethnic Origin \_\_\_\_\_

Office use only		
Drug Screen cut-off	___/___/___	Pass/Fail
Testing cut-off	___/___/___	Pass/Fail

**EMPLOYMENT:** List Employment History including present employer. Begin with your most recent employer.

Date from-to	Name of Employer Company or Organization	Type of work	Address Where Employed	Reason for leaving

Have you ever been convicted of a felony?            YES    NO  
 Are there any felony charges pending against you?    YES    NO  
 Have you ever been convicted of a misdemeanor?    YES    NO

If you answered yes to any of the questions above, please explain the circumstances in further detail below:

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**Ironwork Related Qualifications**

Please list your Ironwork related qualifications, examples: welding certifications, time spent working as an Ironworker or performing the work of an Ironworker. ONLY IRONWORK RELATED JOB SKILLS, LICENSES AND CERTIFICATIONS WILL BE CONSIDERED. In order to be considered, this form, along with supporting documentation must be turned in with your Apprenticeship Application for purposes of verification.

Employer	Time performing related work	Type of Ironwork Performed	Points (office use only)
<b>Certifications/Qualifications Pre-Apprentice Programs</b>		<b>Expiration or completion date</b>	
Please list any other Ironwork related qualifications that you have			
<b>Total Points</b>			

## CERTIFICATION

I HAVE READ ALL OF THE QUESTIONS AND I CERTIFY THAT THE INFORMATION FURNISHED IN ANSWER TO THESE QUESTIONS IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I UNDERSTAND THAT IT IS OF GREAT IMPORTANCE IN THE CONSIDERATION OF MY ELIGIBILITY FOR APPRENTICESHIP. I MAKE THIS STATEMENT TO THE IWJATC WITH THE UNDERSTANDING THAT IT WILL BE USED BY THE COMMITTEE IN CARRYING OUT ITS DUTY IN SELECTING APPRENTICE APPLICANTS. I FURTHER UNDERSTAND THAT ANY FALSE STATEMENT OR OMISSION OF MATERIAL FACT MAY BE SUFFICIENT FOR REJECTION OF MY APPLICATION, OR DISMISSAL AFTER MY INDENTURE OR EMPLOYMENT.

I RELEASE ALL PREVIOUS EMPLOYERS, OR OTHER PERSONS FROM ANY AND ALL LIABILITY AND DAMAGE OF WHATSOEVER NATURE ON ACCOUNT OF FURNISHING INFORMATION REQUESTED WHICH IS TO BE USED IN DETERMINING MY ELIGIBILITY FOR AN APPRENTICESHIP IN THE IWJATC.

I ALSO UNDERSTAND THAT A CRIMINAL BACKGROUND CHECK WILL BE PERFORMED BY THE IWJATC AND THE RESULTS OF THE CRIMINAL BACKGROUND CHECK WILL BE CONSIDERED WITH ALL OTHER INFORMATION PROVIDED IN THIS APPLICATION. TO THE EXTENT PERMITTED BY LAW, I WAIVE ANY AND ALL CLAIMS AGAINST THE IWJATC FOR ANY ACTIONS IT MAY TAKE AS A RESULT OF INFORMATION OBTAINED FROM THE CRIMINAL BACKGROUND CHECK.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Voluntary Disability Disclosure

OMB No. 1205-0223 Expires: 01/31/2020

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)  
 NO, I DON'T HAVE A DISABILITY  
 I DON'T WISH TO ANSWER

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

### Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.<sup>[1]</sup> To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, intellectual disability (previously called mental retardation).

<sup>[1]</sup> Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.doleta.gov/OA/ceo/>.

Date \_\_\_\_\_

Application # \_\_\_\_\_

**AFFIRMATIVE ACTION INFORMATION FORM**

The Ironworkers Joint Apprentice Training Committee complies with all applicable laws, regulations and responsibilities relative to Affirmative Action.

All applicants for open positions, in addition to employees in current positions, are treated without regard to race, color, national origin, sex, age, religion, veteran status or handicaps.

To help us comply with government reporting requirements, we ask that you please supply the information requested on this form.

This form will be placed in a separate, confidential file for use in compiling periodic government reports.

Information on this form is used only for statistical purposes and is not used for selection or ranking. Your cooperation is appreciated.

Date \_\_\_\_\_

Location: Iron Workers Local 25 Training Center

Position applied for: Apprenticeship – Iron Workers Local Union No 25

Referral Source:    Pre-App Program    \_\_\_\_\_    Relative    \_\_\_\_\_  
                           Public Agency        \_\_\_\_\_    Friend        \_\_\_\_\_  
                           Private Agency      \_\_\_\_\_    Web site     \_\_\_\_\_  
                           Job Fair                \_\_\_\_\_    RCAR        \_\_\_\_\_  
                           Other \_\_\_\_\_

Data:            Male    \_\_\_\_\_    Female    \_\_\_\_\_  
 Please check one    \_\_\_\_\_ Caucasian (White)  
                           \_\_\_\_\_ Black  
                           \_\_\_\_\_ Hispanic  
                           \_\_\_\_\_ American Indian  
                           \_\_\_\_\_ Asian

Please check all that apply \_\_\_\_\_ Veteran  
   \_\_\_\_\_ Disabled Veteran  
   \_\_\_\_\_ Handicapped Individual  
   \_\_\_\_\_ Learning Disability

**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_