

Department of Workforce Development
 Division of Workforce Solutions
Bureau of Apprenticeship Standards

APPRENTICE APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)]. The provision of your social security number is mandatory under Wisconsin Statutes. Your social security number will be used for identification purposes. If you do not provide your social security number, your application will be denied.

Trade Name	Social Security Number	Date	
Name (First)	Middle	Last	
Street Address or P.O. Box	City	State	Zip Code+4
Telephone Number ()	Cell Phone Number ()	E-Mail Address	Birth Date

EDUCATION AND TRAINING BACKGROUND:

Circle the highest school year completed. For example: If you graduated from high school, circle 12. If you have a two-year associate degree, circle 14.

8 9 10 11 12 13 14 15 16 GED HSED

Previous **Related** School (Military/Correspondence/Night School/Trade School, etc.):

Previous Trade **Related** Employment (Including Military):

Company	City	Months	Trade
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Prospective Employer (if applicable):

Military Veteran? Yes No Not Sure

If you are a veteran, please contact your county Veteran's Service Office for benefit assistance.

- Are you legally authorized to work in the United States

Yes No

The physical requirements of a sheet metal apprenticeship include lifting, bending, climbing, working at heights and in confined spaces and working outdoors and indoors under varying conditions. Are you able to meet these requirements?

- A. Without accommodation
- B. With accommodation
- C. I cannot meet these requirements

If B. or C. please explain: _____

- As a sheet metal or EST apprentice you will be given training in, and be required to learn how to read blueprints, specifications, technical manuals and instructions, and perform mathematic calculations both in school and on the job. Are you able to meet these requirements?

- A. Without accommodation
- B. With accommodation
- C. I cannot meet these requirements

If B. or C. please explain: _____

- Upon offer of a sheet metal apprenticeship, one of the requirements is a pre-employment physical examination and drug screen. This is given at no expense to the apprentice. Are you willing to take the physical examination and drug screen?

Yes No

- As a sheet metal apprentice, you will be required to supply your own transportation to various jobsites in a six county area. Can you meet this requirement?

Yes No

- As a sheet metal apprentice, you may be asked to drive company vehicles and must have a valid Wisconsin Driver's License. Can you meet this requirement?

Yes No

- From what source were you made aware of an opportunity in sheet metal apprenticeship?
-

Before this application can be considered **complete**, this office requires:

- A) A copy of your Drivers license and social security card or birth certificate,
- B) A copy of you high school transcripts, diploma, or other proof of graduation or your HSED or GED.

Also include any post secondary transcripts or resume of work experience you have that is pertinent.

In order to be placed on the list of applicants eligible for apprenticeship, the applicant must:

- A) Have on file a **complete** application,
- B) Pass the general aptitude entrance;
- C) Have attended an orientation with the JATC representative.

I understand the questions asked here and have answered them honestly and to the best of my knowledge.

Signed _____

Apprenticeship Application EEOC Supplemental Information

Social Security Number _____

The 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, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

---- Please Complete the Following ----

The information 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.

Race: (CHECK ALL THAT APPLY) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Islander	Ethnic Group: (CHECK ONE) <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Origin Hispanic or Latino
	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

This form will not become part of your Personnel file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.

LABOR TRAINEE APPLICATION

If you are interested in working as a labor trainee, fill out the form below:

Name _____

Address _____

City, State, Zip _____

Phone Number _____

Yes No

___ ___ Are you legally authorized to work in the United States?

The physical requirements of work as a labor trainee are lifting, bending, climbing, working at heights and in confined spaces and working outdoors and indoors under varying conditions.

___ ___ Are you able to meet these requirements?

As a labor trainee you will be required to supply your own transportation to various jobsites in a six county area.

___ ___ Can you meet this requirement?

As a labor trainee you will be asked to drive company vehicles and must have a valid Wisconsin Driver's License?

___ ___ Can you meet this requirement?

Labor trainees are expected to wear work clothes and work boots (shorts and sneakers are not permitted).

___ ___ Can you meet this requirement?

LABOR TRAINEE INFORMATION

To those interested in working as a labor trainee, please read the following information.

1) What is a Labor Trainee?

A labor trainee is someone interested in sheet metal that works in the trade prior to an apprenticeship to familiarize him/herself with the type of work performed in the industry. During this time the employer is also able to view the potential apprentice and judge his/her work habits.

2) What type of work do they perform?

Labor trainees may work in the shop or in the field. They are assigned duties the employer feels they are capable of. They often load and deliver materials, set up scaffolds, and help journeymen and apprentices. They work at heights and outdoors and indoors under varying conditions.

3) Rate of Pay

The rate of pay for labor trainees is \$14.64/hr. plus \$4.30 health insurance.

4) Credit for Labor traineeship

Labor trainees are given credit for their hours in the form of points (400 hours worked = 1 point). These points are added to your apprenticeship ranking and allow you to advance your standing on the list of those eligible for apprenticeship.

5) What does not accepting work as a labor trainee do?

Accepting or declining work as a labor trainee in no way affects your standing on the apprenticeship list except for the potential for gaining points as already mentioned.

NOTICE OF
SHEET METAL
APPRENTICESHIP OPPORTUNITY

THE TRADE

The sheet metal trade is one of the most demanding of all the skilled trades.

The majority of sheet metal workers are employed in the HVAC (Heating, Ventilating, and Air-Conditioning) industry, where they fabricate, install, and maintain HVAC systems. Many other sheet metal workers are employed in specialty areas such as kitchen equipment, sign work, metal decking and siding, heavy metal work and blowpipe, ornamental and decorative sheet metal, and architectural work such as copper work, rain protection systems, and skylights.

THE BENEFITS

A sheet metal worker must possess a high degree of skill and training, which translates into high wages, good benefits and steady employment.

THE TRAINING

Training is attained through participation in a five year (10,000 hour) apprenticeship training program, which consists of a combination of on the job training and related day and evening classroom instruction. As the apprentice advances through the apprenticeship program, he/she receives periodic pay increases. Upon completion of the program, the apprentice becomes a "journeyman" and receives the full journeyman's rate.

THE SKILLS

The apprentice has an opportunity to develop skills through training in subjects such as measuring, layout, fabrication, mathematics, drafting, welding, blueprint reading, heating and air conditioning service work, control systems, and air balancing.

THE JATC

This training is supervised by a concerned and progressive thinking coalition of Management and Union Labor called the Joint Apprenticeship and Training Committee, which recognizes the necessity of having a well informed and well trained work force.

THE OPPORTUNITIES

Sheet metal work is demanding, yet rewarding. Due to the varied nature of the work, there are many career options available within the sheet metal trade, from field installation, shop layout, welding and service work, to drafting, estimating and energy management. Trained sheet metal journeymen may go on to become foremen or supervisors or maybe even run their own shop someday.

THE SHEET METAL INDUSTRY IS INTERESTED IN YOU, IF YOU:

1. Have received, or are about to receive, a High School Diploma or GED.
2. Are, or will soon be, at least 18 years old.
3. Like working with your hands as well as your head.
4. Like being challenged by, and take pride in, your work.
5. Are able to meet the physical requirements of the job, which includes lifting, bending, climbing, working at heights and in confined spaces, and working outdoors and indoors under varying conditions.
6. Are able to meet the instructional requirements by attending day and evening classes and successfully completing the assigned curriculum which includes mathematical and mechanical related courses.
7. Are dependable and can work safely and in a team setting.

THE APPLICATION

Who The recruitment, selection, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this State. Females and minorities are encouraged to apply.

When Applications for Sheet Metal Apprenticeships can be made at any time by calling 262-798-1812.

What to Bring The application may be filled out, but is not complete until we receive a copy of your **Birth Certificate or other proof of age, High School Diploma or GED certification, the required documents if home schooled,** and any other pertinent information. You can bring them with you, or have them sent to this office.

The Test The applicant will be given a sheet which authorizes him/her to schedule an aptitude test given at MATC. This is a general aptitude test and is not meant to be a test of your knowledge of sheet metal work. It tests four basic areas: Reading, Arithmetic, Elementary Algebra, and Spatial ability. Upon successful completion of this test, (Reading - 66 minimum; Arithmetic - minimum 66; Algebra - minimum 33*) you will be instructed to attend an orientation and will consequently be rated and placed on the list of eligible applicants for apprenticeship in the sheet metal trade.

How Long It is the policy of the Committee to place as many apprentices as the industry demands and as are allowed. These opportunities fluctuate with the marketplace, however, and it is impossible to estimate exactly how long you will be on the list before you will start an apprenticeship. It is possible for those with the lowest scores to never be placed as apprentices.

NOTICE OF
EST APPRENTICESHIP OPPORTUNITY

The Milwaukee Area Sheet Metal Workers Local #18 is recruiting qualified applicants for its Environmental Service Technician (EST) Apprenticeship program.

Sheet Metal EST's are involved in the service and maintenance of Heating, Ventilating and Air Conditioning (HVAC) systems in buildings.

Entry in the EST program is obtained through participation in a five year apprenticeship program with the Milwaukee Area Sheet Metal Joint Apprenticeship and Training Committee (JATC). When an opportunity is available, qualified applicants will be placed with an employer and will receive on-the-job training with periodic pay increases as he/she progresses through the program. The apprentice will also receive day and evening related classroom instruction, which is paid for by the JATC.

The JATC is interested in having you apply for an apprenticeship as an EST if:

1. You have a genuine interest in the type of employment described.
2. Have received, or are about to receive a High School Diploma or GED.
3. Are, or will soon be, at least 18 years old.
4. Are able to meet the physical requirements of the job, which includes lifting, bending, climbing, working at heights and in confined spaces, and working outdoors and indoors under varying conditions.
5. Are able to meet the instructional requirements by attending day and evening classes and successfully completing the assigned curriculum which includes mathematical and mechanical related courses in heating, air-conditioning, electrical theory and pneumatics.

THE APPLICATION

Who The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. Females and minorities are encouraged to apply.

When Applications for Sheet Metal Apprenticeships can be made at any time by calling 262-798-1812.

What to Bring The application may be filled out, but is not complete, until we receive a copy of your Birth Certificate or other proof of age, High School Diploma or GED certification, and any other pertinent information. You can bring them with you, or have them mailed to this office.

Test The applicant will be given a sheet which authorizes him/her to schedule an aptitude test given at MATC. This is a general aptitude test and is not meant to be a test of your knowledge of sheet metal work. It tests four basic areas: Reading, Arithmetic, Elementary Algebra, Mechanical and Spatial ability. Upon successful completion of this test, you will be instructed to attend an orientation and will consequently be rated and placed on the list of eligible applicants for apprenticeship in the sheet metal trade.

How Long It is the policy of the Committee to place as many apprentices as the industry demands and as are allowed. These opportunities fluctuate with the marketplace, however, and it is impossible to estimate exactly how long you will be on the list before you will start an apprenticeship. It is not impossible for those with the lowest scores to never be placed as apprentices.

Milwaukee Area Sheet Metal Workers Local #18
 Effective June 1, 2009
 Commercial Rate Apprentices
 ON THE JOB RATES

Year	1	2	3	4	5	Journ.
Increment	1st	2nd	3rd	4th	5th	
Hours (in thousands)	0-2	2-4	4-6	6-8	8-10	
Percentage of base wage rate	49%	56%	64%	73%	83%	100%
Base wage rate Plus 401(k)	\$18.04	\$20.63	\$23.41	\$26.71	\$30.37	\$36.60
National Pension Fund	\$4.16	\$4.75	\$5.43	\$6.20	\$7.05	\$8.49
Wisconsin Health and Benefit Fund	\$4.30	\$4.30	\$6.30	\$6.30	\$6.30	\$6.30
Total Wage Package	\$26.50	\$29.68	\$35.14	\$39.21	\$43.72	\$51.39
Industry Funds						
iTi	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12
JATTF - Local Training Fund	\$0.48	\$0.48	\$0.48	\$0.48	\$0.48	\$0.48
SMC IFUS	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18
SMACNA IFUS	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07
SMC CLMC	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04
SATAP	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
SMOHIT	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
NEMI	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03
Total Industry Funds	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96
Total Contractual Expense	\$27.51	\$30.69	\$36.15	\$40.22	\$44.73	\$52.40

Milwaukee Area Sheet Metal Workers Local #18
 Effective June 1, 2009
 Commercial Rate Apprentices
 DAY SCHOOL RATES

Year	1	2	3	4	5	Journ.
Increment	1st	2nd	3rd	4th	5th	
Hours (in thousands)	0-2	2-4	4-6	6-8	8-10	
Percentage of base wage rate	49%	56%	64%	73%	83%	100%
1. Base wage rate	\$18.04	\$20.63	\$23.41	\$26.71	\$30.37	\$36.60
2. National Pension Fund						
3. Wisconsin Health and Benefit Fund						
3a. Health Fund amount plus ten percent	\$4.73	\$4.73	\$6.93	\$6.93	\$6.93	
Industry Funds						
4. iTi						
5. JATTF - Local Training Fund						
6. SMC IFUS						
7. SMACNA IFUS						
8. SMC CLMC						
9. SATAP						
10. SMOHIT						
11. NEMI						
Total Wage Rate in Day school	\$22.77	\$25.36	\$30.34	\$33.64	\$37.30	\$0.00

While in Day school the apprentice is paid the base wage rate plus 1.1 times the health fund amount.
 No contributions are made to the fringe benefit funds for the time the apprentice spends in day school.