



WBFAA Unilateral Apprenticeship & Training Committee

333 Washington Blvd. #433
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info@wbfaa.net

www.wbfaa.net

RE: Information Regarding the WBFAA UATC Apprenticeship Program

Dear Applicant:

Thank you for your interest in becoming an Apprentice through the WBFAA UATC Apprenticeship Training Program.

To become an Apprentice in our program, you must first be hired by a member company of the WBFAA UATC. Please complete and submit the enclosed Apprentice Application to our office along with documentation outlined in the Apprenticeship Application Process.

Once your application is received, we will create a file for you and send you a listing of member companies with contact information. This will give you the opportunity to inquire about employment opportunities as an Apprentice in the field of Fire/Life Safety.

When a member company contacts our office in search of an Apprentice for hire, you will be contacted and referred to the member company that made the request. Once hired, you may begin the process of application to become an Apprentice in our program.

For complete information on our program, please refer to www.wbfaa.net or contact us with any questions.

Sincerely,

WBFAA UATC

Apprenticeship Application Process

(This form is for individuals **not** employed by a member company of the WBFAA UATC.)

1. All applications must be accompanied by the following documents:

- A certified copy of birth certificate
- Copy of high school diploma or transcripts with date of graduation
- Copy of GED or other equivalent document

2. Completed applications, along with additional forms of documentation, may be submitted in person or by U.S. mail.

3. Applications will be time and date stamped upon receipt at the WBFAA UATC Training Office and a sequential number will be assigned. The applicant's information will be added to the Pool of Eligible.

4. Applications will be reviewed for the following:

- All areas completed
- Signature of applicant
- All required documents
 - Should there be a problem with the application, it will be returned to the applicant with an explanation of the problem and any necessary instructions.
 - A sequential number will not be assigned to any application that is not properly executed.

5. A file for the individual applicant will be created for the Pool of Eligible which will be maintained for two years.

6. The individual applicant will be provided with a listing of all employers assented to the WBFAA UATC (member companies) unless the applicant requests only a selected area of the state. A memo of such request will be made a part of the individual applicant's file.

7. The individual applicant is required to contact the WBFAA UATC Training Office upon hire or rejection by assented employer.

8. Should the individual applicant be hired by an assented employer, the WBFAA UATC Training Office shall contact the employer and inform said employer of the requirements of the DAS 1 and DAS 7.

Any applicant not hired by an assented employer will retain their position on the sequential list unless the applicant states otherwise.

9. Should an assented employer request an apprentice, the WBFAA UATC Training Office will provide the employer with the top three names and phone numbers from the sequential list. The employer must be informed of the requirements of the program upon signing the DAS 1.

(Office Use Only)
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WBFAA UATC APPRENTICE APPLICATION



Social Security Number _____ Application Date _____
Last Name _____ First Name _____ M.I. _____
Address _____ City _____ State ____ Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____ E-mail _____

Education

- Highest Year of Education Completed:
 - 8th Grade or Less
 - 9th Grade
 - 10th Grade
 - 11th Grade
 - 12th Grade (or GED Certificate)
 - 1 Year of College
 - 2 Years of College
 - 3 Years of College
 - 4 or more Years of College
- Are you a High School Graduate?
 - Yes
 - No
- List Highest College Degree earned:
Degree: _____
- Did you satisfactorily complete and receive credit for Algebra 1 (or some higher math) in high school or in a post high school institution?
 - Yes
 - No
- Did you ever participate in any kind of vocational technical training during or after high school?
 - Yes
 - No*If yes, how long was the program?* _____ months
- Did you complete the program?
 - Yes
 - No
- Did you participate in any kind of school-to-career program while you were in high school?
 - Yes
 - No
- If yes, did you complete the program?
 - Yes
 - No

Background

- Have you served in the U.S. Military?
 - Yes
 - No*If yes, please enter dates:*
Entry Date: _____
Discharge Date: _____
Which Branch? _____
- List which military training schools you completed, if any:

- Have you ever been convicted of a felony? (Conviction will not automatically disqualify you.)
 - Yes
 - No*If yes, explain the conviction:* _____
- Do you have any electrical experience?
 - Yes
 - No
- Have you applied with this apprenticeship program before?
 - Yes
 - No*If yes, how many times?* _____
- Have you participated in an apprenticeship of any kind?
 - Yes
 - No*If yes, in what?* _____
- Are you currently serving an apprenticeship?
 - Yes
 - No*If yes, name the employer or apprenticeship sponsor:* _____
- Do you have a valid Driver's License?
 - Yes
 - No
- Do you have a Commercial Driver's License (CDL)?
 - Yes
 - No*If yes, what class CDL do you have?* _____

Interest and Ability

18. List reason(s) why you are applying for this apprenticeship: _____

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

20. Are you physically and mentally able to safely perform or learn to safely perform the work of this trade either with or without reasonable accommodations?

- Yes
- No

21. 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

22. Are you able and willing to attend all related classroom training as required to complete your apprenticeship?

- Yes
- No

23. Are you able to climb and work from ladders, scaffolds, poles or towers of various heights?

- Yes
- No

24. Can you crawl and work in confined spaces such as attics, manholes and crawl spaces?

- Yes
- No

25. Are you able to read and understand English?

- Yes
- No

26. Are you able to hear and understand verbal instructions and warnings given in English?

- Yes
- No

Work History

You must complete, and return with this application, a work history summary sheet, indicating your present and previous employers.

27. Are you presently employed?

- Yes
- No

*If yes, do you request that we **not** contact your present employer at this time? _____*

28. Did you have any part-time or summer jobs while attending school?

- Yes
- No

29. Do you have the legal right to work in the United States of America?

- Yes
- No

Statements of Understanding

Please read the following Statements of Understanding and fill in the box if you agree with the statement.

I am aware that it is my responsibility to keep this program informed of any change in my address or phone number.

I have read and understand the basic qualifications for entry into this program.

I have been given specific instructions as to what is required of me to complete this application and to become qualified for oral interview.

I understand that I must furnish documentation to provide evidence that I do meet the qualifications required for entry into the pool of eligible candidates for this apprenticeship

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.

I understand that if I fail to submit ALL of the required information within the specific time frame, my application may be considered incomplete.

I understand that I cannot qualify for interview until I have met the minimum basic qualifications and have provided the necessary transcripts and documents as required

I hereby acknowledge that I bear the sole responsibility for completing my application following the instructions provided.

I understand that interviews for qualified applicants will be conducted in the order in which the applications are completed.

I understand that any intentional false statements or information that I provide on this application form or on other documents shall be cause for denial of oral interview or termination of indenture, should I be selected for the program.

I understand that an incomplete or unsigned application form will NOT be processed.

I understand that if selected, I will be required to complete the selection process by qualifying on any examination, including a physical examination or drug testing, if required by the sponsor; either before or after signing an indenture.

I understand that only this ORIGINAL application for will not be processed, and the photocopies are NOT acceptable.

I have darkened all the above to indicate my understanding, and state that, to the best of my knowledge, all information provided on this form is true and accurate. I hereby grant permission to all former employers and references listed to disclose any information concerning my past employment and/or qualifications. I agree that any false statements made by me in this application shall constitute grounds for disqualification of my selection or grounds for my discharge, if false information I discovered after being selected for apprenticeship. 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: _____

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