

APPLICATION PROCEDURES

Applications are taken year round from 9:00AM to 2:00PM, Monday through Friday (excluding holidays), at our location in St. Michael. Applications may be filled out in-person, or may be completed by mail. An application fee of \$25.00 must accompany your request form in order for you to receive an application packet. To receive an application by mail, please print out a request form from the website and mail, fax, or email it back to us. We administer the Aptitude Test quarterly throughout the year in January, April, July, and October.

Minimum Requirements of an Applicant:

1. Must provide a photo ID; driver's license is acceptable.
 2. Must complete an application form, accurately responding to all questions and statements.
 3. Must be at least 17 years old at the time of application; 18 years old at the time of selection and indenture.
 4. Must provide evidence of 1 full credit of high school algebra with a passing grade of "C" or higher.
 5. Must be a high school graduate or have a G.E.D., or approved home schooling documents. If you attended high school outside of the United States, your transcript must be officially translated and notarized.
 6. Must provide official diploma or G.E.D., sent directly to us from your school in a sealed envelope.
 7. Must submit a DD-214 to verify military training and/or experience if they are a veteran.
 8. Must take the appointed Aptitude Test and pass with a score of "4" or higher.
 9. Must possess and maintain a valid Driver's License.
 10. Individuals who can verify (by providing indisputable documenting evidence) that they have worked a minimum of four-thousand (4000) hours specifically in the electrical construction trade, do not need to meet the requirements of items #4, #5, #6, and #8, and will qualify for an oral interview by the JATC to be considered along with other qualified applicants.
 11. Individuals who can verify (by providing indisputable documenting evidence) that they have a minimum of two (2) years of military training and experience in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), do not need to meet the requirements of items #4, #5, #6, and #8, and will qualify for an oral interview by the JATC to be considered along with other qualified applicants.
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Procedures

As an applicant for the apprenticeship program, I understand that it is my responsibility to provide all of the following information. Therefore, I am responsible to see that all documents are received by the JATC **within 30 days of application**. I understand that only individuals with complete files will be eligible for an oral interview with the Committee.

1. Apply in person, with a photo I.D. (preferably a driver's license), Monday through Friday (excluding holidays) between 9:00AM and 2:00PM. All applicants must fill out an **Application Request Form** either in person or by mail.
2. Within 30 days of applying, submit official transcripts to document qualification. Transcripts must be mailed directly from the educational institution to the JATC. Hand carried material will not be accepted unless it is an official transcript sealed in an envelope by the institution.
3. Applicants will be notified by mail of the date, time, and place to report for aptitude testing. It is mandatory to appear on time as scheduled. The major areas of the Aptitude Test are algebra basic functions and reading comprehension.
4. Approximately 1 month after testing, qualified applicants will be notified of time, date, and place of oral interview. If you do not pass the Aptitude Test, your scores will be broken out in: above average, average, below average, or below minimum standard type range, and you must wait 6 months to re-take the test.
5. Applications are good for a 2 year period from the interview date and will be maintained in our eligibility pool; if not selected within 2 years, you would need to reapply if you were still interested in the Apprenticeship Program.
6. Job placements (selections from pool) are made as openings occur; this is reviewed monthly by the Committee. If selected you must pass a drug test, physical, and essential functions of the trade test.