

APPLICATION REQUIREMENTS AND CHECKLIST

- Application Request Form**
 - ✓ Must be accompanied by a \$25 application fee (payable with cash, check or card).
- Main Application Packet**
 - ✓ Must be received by the JATC within your 30 day deadline and by the appropriate aptitude test deadline.
 - ✓ Copy of photo ID or birth certificate (all applicants must be a minimum age of 17 at the time of application, and 18 at the time of hire if selected).
- High School Transcript or GED**
 - ✓ Must be official (sent directly from the school to the JATC in a sealed envelope).
 - ✓ Proof of Algebra completion; at least 1 full credit of basic high school algebra with a passing grade of C or higher or 1 post high school algebra course with a passing grade of C or higher or successful completion of the NJATC Math Tech Course.
 - ✓ Individuals who can verify (with indisputable documentation) that they have worked a minimum of 4,000 hours in the electrical construction trade or that they have a minimum of two 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 high school or algebra requirements.
- Trade School Verification (if applicable)**
 - ✓ *Request for Advanced Standing: Trade School* form.
 - ✓ Official final transcript (sent directly from the school to the JATC in a sealed envelope. If you are still currently enrolled, a partial transcript is acceptable until your degree is completed).
- Work Experience Verification (if you have worked under a Journeyman or Master Electrician)**
 - ✓ *Request for Advanced Standing: Work Experience* form filled out by you.
 - ✓ *Work Experience Listing, Waiver & Report*, and *Minnesota Department of Labor Verification* forms filled out by your contractor(s). If you have had more than one contractor, please contact the JATC for additional forms.
- Optional Documents (not required, but may be turned in to enhance your file for interviews)**
 - ✓ DD214 (for military experience).
 - ✓ Additional transcripts from other schools or colleges (must be official).
 - ✓ Resume, letters of recommendation, personal merit citations, achievement awards, etc.
- Aptitude Test**
 - ✓ If your main application packet is turned in before the aptitude deadline, you will be signed up for the test and will receive a reminder in the mail prior to the test date.
 - ✓ You must pass the test with an overall score of 4 or higher to be eligible for an interview.
 - ✓ Sample Test: http://www.njatc.org/training/apprenticeship/sample/sample_test.html.
- Oral Interview**
 - ✓ You will be scheduled for an interview if your application file is complete within your 30 day deadline and you have passed the aptitude test with a score of 4 or higher.
 - ✓ If you are eligible, you will be notified by mail of your interview date and time. Your interview score will place you in our pool of eligible applicants. When we hire, we hire from the top of this list. If you are not selected within 2 years of your interview date your name will be removed from the eligibility pool and you may reapply at that time if you so choose.

Applicant: _____

30 Day Deadline: _____