**JOINT APPPRENTICESHIP TRAINING COMMITTEE**
**SPRINKLER FITTERS LOCAL 417**
**529 County Road E West**
**Shoreview, MN 55126**
**612-781-5834**

# NOTICE OF OPENINGS

The Minneapolis-St. Paul Sprinkler Fitters Joint Apprenticeship Committee will be accepting applications.

**Applications may be obtained online only:** www.local417training.com

**Applications will only be accepted on the following dates and times**:
January 11-15, 2021 and January 18-22, 2021 from 8:00am – 4:30pm.

**Applications must be submitted in person at:**
Sprinkler Fitters Local No. 417 Training Center
529 County Road E West
Shoreview, MN 55126

**The requirements for submitting your application:**

- Must be submitted in a sealed business sized envelope (9 1/2 x 4 1/8")
- The envelope **MUST** contain the following:
  - Application (1 page only).
  - Application fee with a check for $35.00 made out to **Local 417 JATC.**
  - Copy of a Government issued I.D.
  - Copy of your S.S. card
  - Copy of one of the following: High School Transcripts, diploma, or the G.E.D. certificate.
  - A one page Resume with work history and references.

**Any application received that does not contain the required documents as outlined above will not be considered complete, and therefore will not receive no further consideration without notice to the applicant.**

The application will be dropped into a secure drop box outside the SOUTH Entrance. Follow the one-way signage for driving into the facility.

## MINIMUM QUALIFICATIONS REQUIRED OF APPLICANT

Applicants will meet the following minimum qualifications:

### A. AGE

1. Applicants shall be a minimum of 17 years of age at the time of Application.

2. Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification.

### B. EDUCATION

1. A high school diploma or General Education Development (GED) equivalency approved by the State is required. Applicant must provide an official transcript(s) for high school **or** post high school education and training. All GED records must be submitted if applicable.

2. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications may be rated and ranked and placed on the pool of Eligible list. Such an applicant must provide proof that a graduation certificate or GED has been awarded, and must be eighteen (18) years of age, prior to being registered by the JATC.

3. Applicants must submit a DD-214 to verify military training and/or experience if they are military or veteran and wish to receive consideration for such training/experience.

4. Veterans not possessing an Honorable Discharge will be ruled in-eligible, and receive no further consideration.

### C. PHYSICAL

1. Applicants must be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

2. Applicants must pass a physical examination and drug screening for illegal drugs on acceptance into the program and prior to being employed

### D. GENERAL SELECTION PROCEDURES

1. The recruitment, selection, employment and training of apprentices during the course of the apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required under the Minnesota Plan for Equal Employment Opportunity in Apprenticeship, and as required under Title 29, Part 30, of the Code of Federal Regulations.
2. Applications will be available to anyone who is interested.
3. Applications will be available at places designated by the JATC.
4. Interviews will be granted to all who meet the minimum qualifications.

5. An application fee may be assessed by the committee at any time.
6. Applicants will be required to submit to a background check prior to their interview.
7. Applicants will be assigned a time and date for the oral interview and rating session before the committee.
8. Applicants failing to appear for their scheduled interview will be disqualified, and receive no further consideration.
9. Applicants failing to meet the basic requirements as set forth, or is deficient in the basic requirements will not be granted an interview. The applicant's record shall be noted as such on the application.
10. It is strongly recommended that each applicant read these standards, when application is made.
11. Applicants must make application in person, at the designated location shown on the "Notice of Openings" letter, sent out by the Committee.
12. Each applicant will appear individually before an interview group designated by the Committee for an interview and rating session.
13. Each member of the interview committee will use the official rating form for each applicant that is interviewed.
14. The average of the individual scores given to each applicant by each Committee member will determine the applicant's final ranking for the interview session.
15. The top 75 applicants from the interview session will be notified of a date and time to appear for a second interview session. The remaining applicants will be notified that they are no longer eligible for consideration. The candidates will be thanked for their interest in the program and shall be encouraged to make application again; should openings occur in coming months.
16. The remaining 75 applicants will appear individually before an interview group designated by the Committee for an interview rating session.
17. The average of the individual scores given to each applicant by each Committee member during the second interview session will determine the applicant's final ranking.
18. Applicants who receive an identical rating in either interview session will be placed on the list according to their date of formal application.
19. The date of application will also be the date used for entry into the one-year eligibility period for such designated candidate.
20. Upon completion of the oral interviews, the final approved list will show the final rating given to each candidate in descending order, and the following will apply:
21. The Committee will notify the top 75 candidates on the approved list, in writing, that they are now eligible for placement, and that they have been placed on the list of eligible.

## E. ACCEPTANCE INTO THE PROGRAM

1. The actual placement of candidates on the approved list of eligible into the program will be made by taking the candidate with the highest rating/score on the approved list and working downward in descending order.
2. Failure of a candidate to report for an apprentice job opportunity, when notified by the Committee via certified mail, return receipt requested, will be grounds for removal from the list.

3. Each candidate on the list that is notified of a job opportunity by the Committee must pass a standard medical examination and drug test before actual employment begins. If the candidate fails the medical examination or drug test, the Committee will notify the candidate, via certified mail, that they will be unable to place the apprentice in the program. The cost of the physical examination and the drug test will be paid for by the candidate, and the physical examination report will be sent directly to the Committee by the physician.
4. All applicants notified of an apprentice job opportunity will be given no less than two weeks to report for work.
5. It is the sole responsibility of each approved list applicant to keep the Committee informed of their current mailing address.
6. Any applicant who feels they have not received proper consideration from the Committee during the selection process may request to appear before the Committee. If not satisfied with Committee action, they may contact the Approval Agency.
7. If, during any year the number of candidates on the list of eligibles is sufficient, the Committee need not solicit new applications. If additional apprentices, beyond those on the approved list, are needed due to an increase in available work, the Committee will follow the notification procedures.
8. All material relating to the application, selection and rating of applicants each year will be labeled and filed away by the Secretary of the Committee. These records will be kept for not less than five (5) years, and will include material on those applicants not being selected by the Committee. The records will be made available to representatives of the Approval Agency. These records will also be filed/marked in such a way so as to identify female and minority applicants.

## AFFIRMATIVE ACTION

The recruitment, selection, employment and training of the apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of Federal Regulations, Part 30.

## DESCRIPTION OF THE APPRENTICESHIP PROGRAM

- Local 417 Apprenticeship program is a five (5) year program with a minimum of 144 hours of classroom instruction.
- Apprentices will be required to attend 1 – 2 nights of classroom instruction each week throughout the school year, typically August through May.
- Apprentices will be required to pass each class throughout apprenticeship with a passing grade 70% or higher to progress through the program.
- After 90 days (probationary period) apprentices will become members of the Local union.
- Apprentices typically will rotate to a new contractor every year.
- Pay rate for Apprentices starts at 47% of the Journeyman rate, and is currently $22.88/ hour. Increases are based on the progress through the apprentice program. The first pay raise typically happens after 1 year in the apprenticeship program, and every 6 months

after that. The raises are 3% -5% after successful completion of the semester until reaching journeyman status.

- To successfully complete the apprentice program, the apprentice must pass the Minnesota State License Exam for Journeyman Sprinkler Fitter.

**DESCRIPTION OF THE WORK**

- The work is typically on a normal construction site.
- The jurisdiction of work will be in and around the Minneapolis/St. Paul metro area.
- Work hours vary. Typical start times can be 6am or 7 am.
- Reliable transportation is required to and from work and occasionally from job – job during the working day.
- The job can be physically demanding.
- Working on sprinkler systems is typically at a height of 8 feet or more above the ground and mostly on ladders or aerial lifts.
- Reliability and promptness are required of apprentices.
- Tools and safety equipment will be supplied by the contractor.
- Ordinary work clothes, work boots and gloves are required for most jobs and will be the responsibility of the apprentice.
- Apprentices will be evaluated by their foreman on a quarterly basis for ability, appearance, productivity, safety, quality, attitude, reliability, and punctuality. These evaluations are then reviewed by the Joint Apprenticeship Committee. These evaluations, plus the school grade, determine advancement to the next apprenticeship class.

# 2021
# Sprinkler Fitter Local 417
# Joint Apprenticeship Training Committee
# Application

**Applicant Information**

Social Security # | First | M.I. | Last

Street Address | Apt/Unit #

Zip Code | City | State | Phone

Date of Birth | Email (Required)

The Twin Cities Joint Apprenticeship Training Committee ("JATC") is required to collect Racial/Ethnic group and gender information to comply with Code of Federal Regulations, title 29, part 30; regulations issued by the Equal Employment Opportunity Commission under Title VII of the Civil Rights Act of 1964, as amended, including Code of Federal Regulations, title 29, part 1602, subparts 15 and 20; and for purposes of Compliance Reviews by the Minnesota Department of Labor and Industry's Apprenticeship Labor Standards Division. Such information will only be used for compliance with the above-referenced Federal and State record-keeping and reporting requirements and implementation of the JATC's legally required affirmative action policies or as otherwise required by law. **You are requested, but not required**, to provide information regarding you racial/ethnic group and gender, and there are no consequences for failing to provide it. Such information will not be used in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information. The JATC may otherwise acquire this information by visual survey. This may, however, result in the collection of erroneous information.

Gender Male ☐ Female ☐ | **Ethnicity**: Are you Hispanic or Latino? Yes ☐ No ☐

Race: Asian ☐ American Indial/Alaskan Native ☐ Native Hawaiian or Pacific Islander ☐
Black or African-American ☐ White ☐

| | | |
|---|---|---|
| Did you Graduate High School or have a G.E.D. equivelant? | Yes ☐ | No ☐ |
| Are you Authorized to work in the U.S.? | Yes ☐ | No ☐ |
| I Agree to authorize a criminal backgroung check | Yes ☐ | No ☐ |
| Have you ever been a member of the United Association? | Yes ☐ | No ☐ |

Did you serve in the Military? Yes ☐ No ☐

**If Yes:** Branch | Dates of service | Type of Discharge

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of knowledge

If this application leads to admission into the program, I understand that false and misleading information in my application or interview may result in termination from the program.

**Signature** **Date**