



To be completed by ABC Staff:

Name: _____

Paid: _____

APPRENTICESHIP APPLICATION CHECK-LIST

An application for entry to the ABC of Alaska Apprenticeship is not considered complete without all of the accompanying documentation:

- Application**
Fill this application out **COMPLETELY** – including two signatures on the second page.
 - Valid State Driver’s License**
 - Official Driving Record**
Official driving record from the state issuing the driver’s license with no more than a cumulative six point score within a 24 month period. Official driving record may be no more than 30 days old
 - Proof of Eligibility for Employment**
Social Security card or valid eligibility document from the ICE
 - High School Diploma, Certificate of Achievement, or GED**
 - Transcripts**
High School Graduates & Certificate of Achievement Recipients- must submit transcripts

GED Recipients- submit all GED documentation of completion
 - You may also submit your transcripts from high school if you have a C or better for an ENTIRE year of Algebra I
- (Applicants that do not have two semesters “C” or better in HS Algebra or One semester “C” in college algebra must meet the math requirement by alternate means – see attached information pertaining to Math Requirements)
- Resume**
Resume should list any and all additional training, certificates, and coursework (CPR, First Aid, OSHA 10, CDL, etc...). Please provide copies of certificates and cards of completion.
 - Signed Policy on Credit for Previous Experience**
 - For Electrical & Plumbing trades applicants- notarized and signed documentation on the State of Alaska Experience Verification Form. Electrical hours of experience must be classified as commercial/industrial or residential.

Veterans must include a copy of their DD214

If you have taken any trade related classroom instruction; submit transcripts or certificate of completion and experience verification if provided.

- Non-Refundable Application Processing Fee of \$50.00**

Signature

Date

I have included every document that is required. I understand that if every document is not submitted, my application will not be considered for ABC’s Apprenticeship Program.

ABC of Alaska Apprenticeship Program Equal Opportunity Pledge: The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The program sponsor shall 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, as amended.



APPRENTICE APPLICATION

Alaska Chapter

Trade Applying for:	Date:	Applicant #:
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PERSONAL INFORMATION

Name (Last):	First:	Middle:	
Social Security Number:	Ethnic Group:	Gender:	Veteran (Yes / No):
Mailing Address:		Home Phone:	
City, State, Zip:		Birth Date:	
Diploma: <input type="checkbox"/> H.S. <input type="checkbox"/> GED	Email:		
Do you have a current driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Driver's License Number:	

PLEASE PROVIDE AN EMPLOYMENT HISTORY LISTING YOUR MOST RECENT OR CURRENT EMPLOYER FIRST

Current Employer:	Job Title:
Address:	
City, State, Zip:	
Supervisor's Name:	Telephone:
Date Employment Began:	Date Employment Ended:
Duties:	
Reason for leaving:	

Previous Employer:	Job Title:
Address:	
City, State, Zip:	
Supervisor's Name:	Telephone:
Date Employment Began:	Date Employment Ended:
Duties:	
Reason for leaving:	

Previous Employer:	Job Title:
Address:	
City, State, Zip:	
Supervisor's Name:	Telephone:
Date Employment Began:	Date Employment Ended:
Duties:	
Reason for leaving:	

Education

Use this space to list all educational experience related to the construction trades industry

School	Courses	Dates

WRITTEN NARRATIVE

Use this space to answer the questions below

What do you feel your strengths are?

What areas do you feel need improvement?

Why do you want to be an apprentice in the construction industry?

Please select the geographic areas in which you are able to work--**By checking these areas you are willing to relocate at your own expense (including travel, housing, & food)** -

Anchorage/Mat-Su Fairbanks/North Star Borough Southeast Alaska Kenai Peninsula

Are you willing to work a rotating schedule in remote/rural locations? Yes No

APPRENTICE PHYSICAL REQUIREMENTS

Listed below are some of the tasks required on construction jobs, both inside and outside, which apprentices may be required to perform. These tasks require different levels of physical exertion. The work may include but is not limited to the following:

1. Identify tools and materials related to the trade.
2. Dig trenches by hand and work in trenches.
3. Break concrete with jackhammer or other power tools.
4. Help move heavy equipment.
5. Assist in lifting, positioning, and fastening objects, such as wire, conduit and motors, pipe and fixtures.
6. Carry material and tools from location to location or from floor to floor.
7. Work from A-frames, extension ladders and scaffolds at various heights.
8. Crawl under floors and work in attics where space is limited.
9. Work under hot and cold weather conditions.
10. Lift and work with tools and equipment above head.

I acknowledge that I am physically able to perform such duties.

Signature	Date:
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APPRENTICE STATEMENT

The statements made by me in connection with my apprentice application are true and without material omissions of any kind. I hereby authorize investigation and a background check of all such statements and any other information that may be relevant to my suitability for the program. I understand that any falsification or material omission by me may lead to my release from the program, regardless of when such information is discovered. I agree ABC shall not be liable in any respect if my participation in the apprentice program is terminated because of the falsity of statements, answers, or omissions made by me in this application, in any document I submit as part of my application to the program, or in connection with information I furnish to ABC verbally. I also authorize the employers, schools, and persons named on my application to give any information regarding my background, together with any information they may have regarding me, whether or not it is on their records, to ABC. I hereby release said employers, schools, and persons from all liability for any damage whatsoever for responding to any such request for information.

Signature	Date:
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Important Note

Before this application can be processed, you must provide the following documents: (1)Copy of Social Security Card or valid employment document (INS), (2)Current Valid Driver's License ,(3)Current DMV Printout from state issuing ID,(4)Proof of High School Graduation,(5)High School or GED Transcripts (6) Verification of employment and breakdown of hours (*if applying for credit for previous experience*) and (7) Resume (indicate any applicable slope training and expiration date),(8)DD-214- if applicable,(9)Verification of trade related instruction(completion certificate, experience verification, transcripts)

RETURN APPLICATION AND **ALL** REQUIRED DOCUMENTS TO:

ABC OF ALASKA, INC. 1900 W Benson Blvd. # 201, STE 200, ANCHORAGE, AK 99517



Alaska Chapter

Math Requirement

Applicants to the Apprenticeship Program desiring to enter the Electrical or Mechanical Trades (Plumbing, Sheet Metal, HVAC, and Sprinkler Fitter) must meet the math requirement prior to placement as an apprentice.

Applicants must have two semesters “C” or better in HS Algebra or one semester “C” or better in college algebra.

If you can not document the above requirement you may continue with the application process however, you will not be placed with a participating employer until you have met the math requirement.

How You Can Meet the Requirement

To meet the math requirement you must take and pass one of the classes/ courses listed below with a “C” or better:

- TABE (Test for Adult Basic Education) Grade 9 Equivalent.
Available at various locations
- University ACCUPLACER placement in Math 105 or higher. www.uaa.alaska.edu
- Alaska Job Centers Contact any Job Center Obtain
WorkKeys Level 4 Certification for Applied Math (2 step process; first step is the
Career Ready pre-test and if you achieve a minimum level 4 then you can schedule an
appointment for the WorkKeys test.)
- Nine Star Trades Math Contact Marcia at 375-3716
Classroom
- Univ. of Alaska, Anchorage www.uaa.alaska.edu
Classroom and Non-Classroom
- Univ. of Alaska, Fairbanks <http://www.uaf.edu/index.html>
Classroom and Non- Classroom
- Matanuska-Susitna College <http://www.matsu.alaska.edu>
Classroom and Non-Classroom
- Alaska Vocational Technical Center (AVTEC) <http://avtec.alaska.edu/>
Online

Other courses: Approved upon documented proof of completion.

Notice of Policy: Awarding Credit for Previous Experience

This policy must be signed and returned with the completed apprenticeship application.

Individuals that seek to receive credit for previous experience in their chosen trade must provide the required documentation **PRIOR** to placement with a participating employer.

Credit for previous experience that is not submitted prior to placement **WILL NOT** be awarded.

In order to award credit for previous experience, ABC requires the following documentation:

- For Electrical & Plumbing Applicants- Notarized and signed documentation on the State of Alaska Experience Verification Form. This form can be found on the web at: www.labor.state.ak.us/lss/lssforms.htm
- For Other Applicants - Notarized and signed letter from current and/or previous employers stating the dates worked, the hours accrued and the type of activities performed and hours for each activity.

Verification of Receipt of Policy

I have read and understood the ABC of Alaska policy on awarding credit for previous experience. I understand that ABC will not recognize experience prior to application if I fail to submit the required documentation of that experience with my initial application.

Signature

Date

Questions regarding credit for previous experience may be directed to ABC of Alaska at 565-5600 or info@abcalaska.org.