



Alaska Chapter

To be completed by ABC Staff:

Name: \_\_\_\_\_

Paid: \_\_\_\_\_

**Application Completed Packet Check-List**

(To submit an application you must have all the documents below.)

**Application**

- Fill this application out **COMPLETELY**- front and back
- There should be two signatures on the back

**Valid State Driver’s License**

**Current DMV Printout**

- A maximum of six (6) points is allowed on applicant’s State Driver’s Record
- This must be from the same state as your State ID
- 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- **must** submit transcripts**

- GED Completion- 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**

**Credit for Previous Experience**

- This form must be signed, dated, and returned **EVEN** if you are **NOT** submitting any previous hours.
- If you are submitting hours - **Electrical & Plumbing hours accumulated in the State of Alaska must be accompanied by a certificate of fitness.**
  - Submit a notarized letter from your employer(s) indicating # of hours worked in trade.
  - 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.

**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. I also understand that I will be required to have a negative drug screening prior to placement.**

**ABC’s 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 or the sponsoring employer 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:

## 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:

## 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 seeking to enroll in the ABC of Alaska Apprenticeship Program are required to meet a math requirement prior to indenture as an apprentice.**

**Applicants must have two semesters with a grade of “C” or better in Algebra 1 or one semester “C” or better in college level algebra course. If you cannot document the above requirement, please see the options below.**

### 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](http://www.uaa.alaska.edu)
- Alaska Job Centers Contact any Job Center  
Obtain WorkKeys Level 4 Certification for Applied Math (This is a two-step process; 1<sup>st</sup> is the Career Ready pre-test and if you achieve a minimum level 4, then 2<sup>nd</sup> you can schedule an appointment for the WorkKeys test.)
- Nine Star Trades Math Classroom 907-339-0864
- Univ. of Alaska, Anchorage Classroom and Non-Classroom [www.uaa.alaska.edu](http://www.uaa.alaska.edu)
- Univ. of Alaska, Fairbanks Classroom and Non- Classroom <http://www.uaf.edu/index.html>
- Matanuska-Susitna College Classroom and Non-Classroom <http://www.matsu.alaska.edu>
- Alaska Vocational Technical Center (AVTEC) Online <http://avtec.alaska.edu/>

\*\*Contact the agency responsible to enroll in the courses listed above. This is not a complete list of all agencies that may be available. Cost will vary with course and agency.

# **Notice of Policy:**

## **Awarding Credit for Previous Experience**

**This policy must be signed and returned  
with your application to the apprenticeship program.**

Individuals desiring to receive credit for previous experience in their chosen trade must provide that documentation within six months of acceptance to the ABC Alaska program.

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

- For Electrical & Plumbing- Notarized and signed documentation of time worked on the State of Alaska EVF Form available at:

<http://www.labor.state.ak.us/lss/forms/cof-app.pdf>

- For all other trades- Notarized and signed letter(s) from current and/or previous employers stating dates worked, hours accrued and type of activities performed and hours for each.
- If applicable you must provide information from any previous accredited apprenticeship programs:
  - Contact Name and Telephone Number.

\_\_\_\_\_

\_\_\_\_\_

- Transcripts of any book work completed.
- Transcript of any hands on hours completed.

### **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 any experience prior to application if I fail to submit documentation of that experience within the allotted time period.

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Signature

Date

**Questions may be addressed to the ABC Education Department at 565-5690.**