



NM JATC APPRENTICE APPLICATION PROCEDURES

THE APPLICATION PACKET

- Apprenticeship Application (2 Pages) - must be completed by all applicants.
- Supplemental Information Form (1 Page) - must be completed by all applicants.
- Work History Sheet (1 Page) - must be completed by all applicants.

MINIMUM QUALIFICATIONS FOR APPRENTICESHIP

- Be a minimum of 18 years of age.
- Be at least a high school graduate, or have a GED, or have a two-year associate degree or higher.
- Show evidence of successful completion of: one full year of high school algebra I with a grade of C or better, or one post high school algebra I course with a C or better.
- Present evidence of a valid driver's license.

COMPLETING THE APPLICATION FORMS

- Please leave "Applicant Application No." blank. This number will be assigned by the JATC when you return your application.
- Print neatly using a blue or black ink pen to complete your application.
- There is a non-refundable \$20.00 fee in the form of a money order, cashier's check or credit card.
- Provide an enlarged copy of your driver's license (we'll make a copy if you hand carry the application to the JATC office).
- Return application to the JATC office M-F between 9:00 AM - 4:00 PM, or mail to:
JATC
4501 Montbel PL NE
Albuquerque, NM 87107

THE APPLICATION PROCESS

- It is the applicant's responsibility to provide all documentation to the JATC within thirty (30) days of the date the application is submitted.
- If consideration for military training and/or experience is desired, a DD-214 must be submitted.
- After submitting application, applicant must contact their High School and Post High School to have them fax or mail transcripts directly to the JATC. A transcript sealed by the school is acceptable to be hand-carried to the JATC by the applicant. Original GED paperwork will be copied when submitted to the JATC by the applicant.
- Once all requirements are met, a certified letter will be sent to applicant scheduling an Electrical Trade's Aptitude Test developed and validated by the American Institutes for Research.
- To qualify for an Interview, applicant must obtain a score of "4" or higher on the aptitude test.
- There is a waiting period of six months to retest if you are unsuccessful in passing the Aptitude Test.
- If applicant passes the Aptitude Test, a certified letter will be sent to applicant scheduling an Interview.
- After the Interview, a certified letter will be sent to rank applicant on a "Qualified Applicant List." Applicant may be selected off this list anytime during the two years.
- When selected off the "Qualified Applicant List," applicant will be called by the JATC, offered a position in the apprenticeship program, and sent for a drug test.

- A certified letter will then be sent to applicant scheduling orientation.
- Please keep your phone number and address current with this office.

CONTACT INFORMATION

- If you have any questions regarding the application forms or the application process, please call (505) 341-4444. Website: www.nmjatc.org. FAX (505) 341-0067.

APPRENTICESHIP APPLICATION

APPLICANT APPLICATION NO.

NM 1770
SPONSOR
PROGRAM NUMBER
OR I.D. CODE**FORM FOR: (Darken Only One)**

- ☒ Wireman ☐ Residential
☐ Lineman ☐ Telecommunications

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THE REMAINDER OF THIS FORM IS TO BE COMPLETED ENTIRELY BY THE APPLICANTPrint Letters (IN CAPS) and Numbers Inside the Box. Use Black or Blue Ink. Darken Appropriate Oval(s) to Indicate Your Responses, Where Required.

NAME										Date of This Application		MONTH	/	DAY	/	YEAR
Last																
First										Middle						
Address																
City																
State																
Zip																
Home Phone () - - Social Security Number - -																

NAME CHANGE: Please provide the name that will appear on documents or transcripts that you submit, if it is different than your present name.

Last																
First																

Required Information Must Be Provided to Complete this Application.

1. Darken the Appropriate Oval(s) (A-F) to Indicate Your Means of Qualification for Apprenticeship. Completely fill in the marked Oval(s).

- ☐ A. I believe I can meet all minimum qualifications for apprenticeship.
- ☐ B. I can produce undisputable documentation to verify that I have at least 4,000 hours of electrical construction work experience.
- ☐ C. I am currently performing electrical construction work for an electrical contractor who became signatory to a union contract.
The name of the contractor is: _____
- ☐ D. I am among the 50%, or more, who signed authorization cards while working for an electrical contractor during an organizing effort.
The name of the contractor is: _____
- ☐ E. I am attempting to qualify for, and participate in, the School-to-Registered-Apprenticeship Program.
- ☐ F. I am attempting to transfer into this program from another IBEW/NECA registered apprenticeship program for the same trade.

EDUCATION

2. Fill in the Oval to indicate the years of formal education you have completed:

<10	10	11	12	13	14	15	16	17	18	>18
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Are you a High School Graduate? Yes ☐ No ☐

If NO, do you have a GED? Yes ☐ No ☐

4. List College Degree(s) earned (PRINT within the boxes below):

Degree 1 (Highest Degree Earned)

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Major

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School

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Degree 2 (Second Highest Degree Earned, if any)

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Major

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School

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Have you received one (1) full credit for Algebra, or some higher math course, from an accredited school? Yes ☐ No ☐

5a. Indicate Math course(s) completed:

- ☐ Algebra I ☐ Algebra II
☐ Geometry ☐ Trigonometry
☐ Calculus ☐ NJATC Tech Math

6. Have you completed any vocational/technical courses or training during or after high school? Yes ☐ No ☐

6a. List courses and/or training completed:

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BACKGROUND

7. Have you served in the US military? Yes ☐ No ☐

7a. If YES, how Long? In Months

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7b. Which Branch? Army ☐ Navy ☐ Air Force ☐ Marines ☐Coast Guard ☐ Military Reserve ☐

7c. List which military training schools you completed, if any. _____

8. Have you ever been convicted of a felony? Yes ☐ No ☐

(Conviction will not automatically disqualify you.)
If YES, explain the conviction: _____

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APPLICATION NUMBER ENTERED BY JATC ➡

9. Do you have electrical construction work experience? Yes ☐ No ☐
- 9a. If yes, how many months? Months

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10. Do you have other construction work experience? Yes ☐ No ☐
11. Do you have any electrical/electronic work experience? Yes ☐ No ☐
12. Have you applied with this apprenticeship program before? Yes ☐ No ☐
- 12a. If YES, how many times? Times

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13. Are you now, or have you ever been, a registered apprentice? Yes ☐ No ☐
- 13a. If 'Yes', list apprenticeship sponsor or employer: _____
- 13b. If 'Yes' are you still an active apprentice in that program? Yes ☐ No ☐
14. Do you have a valid Driver's License? Yes ☐ No ☐
15. Do you have a Commercial Driver's License (CDL)? Yes ☐ No ☐
- 15a. If YES, what class CDL do you have? A ☐ B ☐ Other ☐

INTERESTS & ABILITIES

16. List the main reason or reasons, you are applying for this apprenticeship program.

17. Are you physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations? Yes ☐ No ☐
18. Are you able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers? Yes ☐ No ☐
19. Are you able and willing to attend all related classroom training as required to complete your apprenticeship? Yes ☐ No ☐
20. Are you able to climb and work from ladders, scaffolds, poles and towers of various heights? Yes ☐ No ☐
21. Are you able to crawl and work in confined spaces such as attics, manholes and crawlspaces? Yes ☐ No ☐
22. Are you able to read, hear, and understand instructions and warnings? Yes ☐ No ☐

WORK HISTORY

**You Must Attach a Work History Summary Sheet
Indicating your present and previous employers, if any.**

23. Are you presently employed? Yes ☐ No ☐
- 23a. If YES, do you request that we NOT contact your present employer at this time? Yes ☐ No ☐
24. Did you have any part-time or summer jobs while attending school? Yes ☐ No ☐
25. Do you have the legal right to work in the United States of America? Yes ☐ No ☐

STATEMENTS OF UNDERSTANDING

You Must Darken the Oval ● for Each of the Statements (A through I) Below to Indicate Your Knowledge and Understanding.

NOTE: If You Need Clarification On Any Item Do NOT Hesitate to Ask.

- A. ☐ I am aware that it is my responsibility to keep this program informed of any change in my address or phone number.
- B. ☐ I have read and understand the basic qualifications for entry into the program.
- C. ☐ I understand that I must furnish certain specific documentation to provide evidence that I meet the qualifications required for entry into the pool of eligible candidates for this apprenticeship.
- D. ☐ I understand it is my responsibility to see that all OFFICIAL transcripts and other required documents are provided in a timely manner. If I fail to do so, my application will become null and void.
- E. ☐ I understand that interviews for qualified applicants will be conducted in the order in which applications are completed.
- F. ☐ I understand that any false information provided as part of my application shall be just cause for denial of oral interview, or termination of my apprenticeship indenture agreement, should I be selected for the program.
- G. ☐ I understand that an incomplete or unsigned application form will NOT be processed.
- H. ☐ I understand that if selected, I may be required to complete examinations which may include a physical examination or a drug test, if required by the sponsor; either before and/or after signing an indenture.
- I. ☐ I understand that only this ORIGINAL application form will be processed, and that Photocopies are NOT acceptable.

I have darkened all the above (A thru I) to indicate my understanding, and state that all information provided on this form is true and accurate. I hereby grant permission to all former employers and references listed to disclose any information concerning my past employment and/or qualifications, unless I have indicated otherwise(23a.). I agree that any false statements made by me on this application form shall constitute grounds for disqualification of my selection or grounds for my discharge, if false information is discovered after being selected for apprenticeship.

I hereby apply for an apprenticeship indenture with this sponsor and agree that if selected, I will abide by all of the sponsor's Standards, Rules and Policies and the Indenture (Apprenticeship Agreement).

SIGNED: _____
APPLICANT MUST
ALSO PROVIDE DATE: _____

COMPLETE BOTH SIDES OF THIS APPLICATION

Supplemental Information Form

Marking Instructions

For optimum accuracy, please print all numbers in black or blue ink. Avoid contact with the edge of the box. Completely fill in the oval(s) that reflect the correct response. All Responses should look like the examples below.

Numeric Example:

0	1	2	3	4	5	6	7	8	9
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Oval Example:



Your Application No. is:

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This number is located at the upper-right corner of the Apprenticeship Application Form

Apprenticeship Application EEOC Supplemental Information Form

THIS APPRENTICESHIP SPONSOR IS COMMITTED TO EQUAL OPPORTUNITY FOR ALL APPLICANTS. THE RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING OF APPRENTICES DURING THEIR APPRENTICESHIP, SHALL BE WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER OR AGE - EXCEPT THAT THE APPLICANT MUST MEET THE MINIMUM AGE REQUIREMENT. THE JATC DOES NOT, AND WILL NOT, DISCRIMINATE AGAINST A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THE DISABILITY OF SUCH INDIVIDUAL. WE RESPECTFULLY REQUEST THAT YOU RETURN THIS FORM ALONG WITH YOUR COMPLETED APPLICATION FORM FOR APPRENTICESHIP.

PLEASE COMPLETE THE FOLLOWING

THE INFORMATION VOLUNTARILY PROVIDED BELOW IS SIMPLY FOR EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) PURPOSES. THIS INFORMATION WILL ASSIST US IN OUR EFFORTS TO PROVIDE ACCURATE INFORMATION IN COMPLIANCE WITH EEOC REGULATIONS AND REQUIREMENTS.

<p>Race: (DARKEN ONLY ONE)</p> <p><input type="radio"/> American Indian or Alaskan Native</p> <p><input type="radio"/> Asian or Pacific Islander</p> <p><input type="radio"/> Black</p> <p><input type="radio"/> White</p>	<p>Ethnic Group: (DARKEN ONLY ONE)</p> <p><input type="radio"/> Hispanic Origin</p> <p><input type="radio"/> Not of Hispanic Origin</p>
<p>How did you become aware of this apprenticeship opportunity?</p> <p><input type="radio"/> Word-of-Mouth <input type="radio"/> Teacher/Instructor</p> <p><input type="radio"/> TV <input type="radio"/> Outreach Organization</p> <p><input type="radio"/> Career Day <input type="radio"/> Radio</p> <p><input type="radio"/> Posted Announcement <input type="radio"/> Newspaper NAME OF PAPER: _____</p> <p><input type="radio"/> Guidance Counselor <input type="radio"/> Other _____</p>	
<p>Gender: <input type="radio"/> Male <input type="radio"/> Female</p>	

THIS FORM WILL NOT BECOME PART OF YOUR PERSONAL FILE. IT WILL BE MAINTAINED IN A SEPARATE FILE, USED ONLY FOR EEOC AND AFFIRMATIVE ACTION REPORTING PURPOSES

WORK HISTORY

NAME

LAST	FIRST	MIDDLE	EMAIL ADDRESS
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LIST ALL EMPLOYERS FROM THE LAST TEN YEARS. BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYER. PROVIDE DATES (FROM AND TO) TO SHOW HOW LONG YOU WERE EMPLOYED WITH EACH EMPLOYER.

Employer: _____
Address: _____
City: _____
State: _____ ZIP: _____
From: _____ To: _____
Phone: _____

Give job title, work performed and indicate reason for leaving:

Employer: _____
Address: _____
City: _____
State: _____ ZIP: _____
From: _____ To: _____
Phone: _____

Give job title, work performed and indicate reason for leaving:

Employer: _____
Address: _____
City: _____
State: _____ ZIP: _____
From: _____ To: _____
Phone: _____

Give job title, work performed and indicate reason for leaving:

