

**Sheet Metal Workers Local 20**  
**Evansville Joint Apprentice Committee**  
**1301 West Franklin**  
**Evansville, Indiana 47710**  
**(812)424-2283**

**“AN EQUAL OPPORTUNITY PROGRAM”**

**INSTRUCTIONS TO APPLICANTS**

NOTE: Applicants must be at least 18 at the time of application.

1. Applications must be completed in full and signed. Incomplete applications will not be processed.
2. Applicants must be eligible to work in the United States and reside within the jurisdiction of Local #20 Evansville Area.
3. Applicants are required to furnish transcripts from high school, college, and technical schools, original G.E.D. Certification with scores (if applicable), birth certificate, DD214 (if applicable) and a copy of valid driver's license. Once these documents are turned into the Sheet Metal Apprenticeship office applicants will be scheduled for an assessment test.
4. Applicants are required to take an assessment test that is made up of four sections:
  - **Applied Mathematics**~Percentages, Decimals, Fractions, Basic Algebra
  - **Applied Technology**~Mechanical Reasoning & Problem Solving
  - **Jobsite Observation**~Assesses Applicants ability to remember work related instructions, demonstrations and procedures.
  - **Locating Information**~Using charts, graphs, tables, forms, diagrams, floor plans, maps, and instruments.

Applicants will be notified by mail of the exact **date, time, and place** of the assessment test. If you can't take the test on your scheduled date, please call our office to be rescheduled for the next available test date. You can only be rescheduled to take the test one time. If you do not call to reschedule and do not show up for the test, you must call our office within two weeks to be rescheduled or your application will be void. If you are rescheduled and fail to show up for the next test, your application will be void, no exceptions. If your application becomes void, you will have to reapply.

Applicants must pass all four sections of the assessment test to proceed in the application process. If you do not pass the assessment test, you will be notified by mail of your failure. You may reschedule the part(s) of the test that you failed. However, if you have not called to reschedule before the next assessment test is given, you will be required to fill out a new application and it will be necessary for you to take all four sections of the test the next time it is offered.

5. Applicants who pass all four sections of the assessment test will be notified by mail as to the *date*, *time*, and *place* of your Interview.
6. It is entirely the responsibility of the applicant to notify the Sheet Metal Workers Local 20 Joint Apprenticeship Committee office of any change of address or phone number. It is also your responsibility to check back with us every 30 days after we have received your application concerning the status of your test date.

## **NOTICE OF NON-DISCRIMINATING POLICY AS TO STUDENTS**

The Sheet Metal Workers' Local 20 Apprenticeship Program admits Students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, or any other school administered programs.

## **APPRENTICE APPLICANT DRUG SCREENING**

Apprentice applicants who are in the process of being placed in the program and fail the pre-hire drug screen will not be allowed in the program unless they do the following:

- Contact MICCS and follow their prescribed rehabilitation program.
- All expenses related to the treatment process are the sole responsibility of the applicant including the return to duty drug screen.
- Once the program is completed, the apprentice applicant will inform the apprenticeship office. The apprenticeship office will verify with MICCS that the applicant is available for work and the applicant must sign a chain of custody release so that the apprenticeship office can obtain proof of completion for our records.
- The apprentice applicant will not lose his ranking on the apprentice applicant list. When the apprentice applicant is available for work, he will be placed as soon as a position becomes available. The applicant should call the apprentice office daily after 3:30 pm to inquire about employment.
- When the applicant attains employment, any subsequent follow up treatment will be handled in accordance with the MICCS drug testing policy contained in the collective bargaining agreement.

**APPLICATION FOR SHEET METAL APPRENTICE TRAINING PROGRAM  
SHEET METAL WORKERS LOCAL 20  
EVANSVILLE AREA  
JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

NAME: (LAST)	(FIRST)	(M.I.)
ADDRESS:	CITY:	STATE: ZIP:
SOC. SEC. #	VALID DRIVER'S LICENSE #	
PRESENT AGE:	DATE OF BIRTH:	
TELEPHONE NUMBER:		
EMAIL ADDRESS:		
COUNTY OF RESIDENCE:		

DID YOU GRADUATE FROM HIGH SCHOOL?	OR OBTAIN A GED?
WHAT DATE DID YOU RECEIVE EITHER?	

ARE YOU A VETERAN?	LENGTH OF SERVICE:	DATE OF DISCHARGE:
ARE YOU ENROLLED IN "HELMETS TO HARDHATS":		

ARE YOU NOW OR HAVE YOU EVER WORKED FOR A LOCAL 20 CONTRACTOR?	
IF YES, HOW LONG:	WHICH CONTRACTOR?

WHO REFERRED YOU TO THIS COMMITTEE?	
HAVE YOU EVER APPLIED FOR THIS PROGRAM BEFORE?	WHEN?

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____
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**LIST TWO PERSONAL REFERENCES**

NAME	ADDRESS



**APPLICATION FOR PRE-APPRENTICESHIP  
SHEET METAL WORKERS LOCAL 20 EVANSVILLE AREA  
JOINT APPRENTICESHIP AND TRAINING COMMITTEE  
EQUAL OPPORTUNITY PROGRAM**

DATE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

NAME (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_ (LAST) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE #: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE # (\_\_\_\_\_) \_\_\_\_\_

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ HIGH SCHOOL GRADUATE \_\_\_\_\_ OR G.E.D. \_\_\_\_\_

ARE YOU PRESENTLY EMPLOYED? YES OR NO (CIRCLE ONE)

HAVE YOU EVER BEEN EMPLOYED BY LOCAL #20? YES OR NO (CIRCLE ONE)

IF YES, WHEN & WHERE \_\_\_\_\_

WORK EXPERIENCE (DOES NOT HAVE TO BE RELATED TO SHEET METAL):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERRED BY: \_\_\_\_\_

DO YOU HAVE A VALID DRIVERS LICENSE? YES OR NO (CIRCLE ONE)

DRIVERS LICENSE# \_\_\_\_\_

DO YOU HAVE RELIABLE TRANSPORTATION? YES OR NO (CIRCLE ONE)

(CONSTRUCTION WORK REQUIRES YOU TO HAVE TRANSPORTATION TO TRAVEL TO JOBSITES ANYWHERE IN THE STATE OF INDIANA, WHEN INSTRUCTED BY YOUR EMPLOYER.)

**OPTIONAL INFORMATION FOR AFFIRMATIVE ACTION RECORDS**

The Committee has filed an Affirmative Action Plan with the United States Department of Labor. In order to help us meet our obligations under the plan and regulations issued by the Equal Employment Opportunity Commission under the provisions of the Civil Rights Act of 1964, we request that you answer the following questions:

CHECK ONE: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE

CHECK ONE: \_\_\_\_\_ BLACK (NON HISPANIC) \_\_\_\_\_ WHITE (NON HISPANIC)

\_\_\_\_\_ HISPANIC \_\_\_\_\_ ASIAN OR PACIFIC ISLANDER

\_\_\_\_\_ AMERICAN INDIAN OR ALASKAN NATIVE

IF MY APPLICATION IS ACCEPTED, I AGREE TO THE FOLLOWING PROCEDURES AND AGREE TO COMPLY WITH ALL OF THE RULES AND REGULATIONS AS ADOPTED OR HEREAFTER ADOPTED BY THE JOINT APPRENTICESHIP TRAINING COMMITTEE:

If my application is accepted, I agree to be tested for illegal substances. I fully understand that if the results of the test are positive, I will not be accepted for the Pre-Apprentice Program.

Drug Testing Procedures: you will be sent to the I.U.C.S.A.T. office. They will explain the drug testing procedures and will schedule your drug screen. You will need to call the apprenticeship office the next day after lunch for your results.

I understand that after I have been notified of passing the drug test, I will need to return to the JATC Office and fill out the necessary paperwork. This will include signing a form consenting to attend the MANDATORY safety classes given on two consecutive Saturdays. I will also be required to pay my monthly Union Dues to Sheet Metal Workers Local #20. I understand that the JATC requires all Pre-Apprentices to have the following tools, which can be purchased, if necessary, through payroll deduction at the time I sign up:

Tinners Hammer	2 Pair Vice Grips(10R)	Snips Left
Medium Screw Driver	1 Pair C-Clamp Vice Grips(11R)	Snips Rights
Large Screw Driver	1 Scratch Awl	25' Tape Measure

**Approximate Cost: \$105.00**

I understand that the work of a Pre-Apprentice may be seasonal in character and that I may experience layoffs.

I understand that working as a Pre-Apprentice may require me to work at varying heights above and below ground and under possible hazardous conditions.

I understand that the work of a Pre-Apprentice may require working in extremely dusty conditions, extreme heat, cold or damp conditions, or inclement weather.

I understand that as a Pre-Apprentice I am required to have reliable transportation.

I understand that I am required to pay Union Dues per the month.

I understand that as a Pre-Apprentice, I will be required to apply for the Apprenticeship Program when notified by the JATC Office. If I fail to apply, or if I do not meet the qualifications for the Apprenticeship Program, I realize that I cannot remain in the Pre-Apprentice Program. All Pre-Apprentices must be placed in the apprenticeship program within 2 years. I realize that if I am not placed into the program in two years, I will be terminated from the Pre-Apprentice Program.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

# **SHEET METAL APPRENTICE TRAINING PROGRAM SHEET METAL WORKERS LOCAL 20 JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

## Required Essential Functions

In the context of both the shop and field work sites, the essential functions and other important responsibilities of a Sheet Metal Apprentice may include, but not be limited to, the following:

### Physical Requirements

While performing the duties of his or her job, it is critical that the Sheet Metal Apprentice be able to constantly stand, walk, twist, and utilize hand-eye coordination. Very frequently, he or she should be able to bend and lift horizontally and/or vertically, and push or pull a minimum of 14 pounds. He or she would be required to utilize manual dexterity and balance, and frequently squat and lift both horizontally and vertically, over 50 pounds.

It is important that the Sheet Metal Apprentice be able to very frequently operate motorized equipment.

### Sensory Requirements

While performing the duties of his or her job, it is critical that the Sheet Metal Apprentice be able to constantly perceive space and form, verbalize speech, hear, and frequently perceive color.

### Work Environment

While performing the duties of his or her job, it is critical that the Sheet Metal Apprentice be able to constantly work in construction conditions. They must also be able to work in groups or alone, tolerate loud noises and the indoor/outdoor elements, and occasionally work in confined spaces and at varying heights.

It is important the Sheet Metal Apprentice be able to frequently tolerate dust, fumes, and odors.

### General Abilities and Aptitude

While performing the duties of his or her job, it is critical that the Sheet Metal Apprentice be able to problem solve and comprehend verbal and written instructions, as well as very frequently read and write.

It is critical that the Sheet Metal Apprentice be able to very frequently apply situational reasoning, data utilization, mathematics, geometry, and functional reasoning.

**SHEET METAL APPRENTICE TRAINING PROGRAM  
SHEET METAL WORKERS LOCAL 20  
JOINT APPRENTICESHIP AND TRAINING  
COMMITTEE**

Required Essential Functions (continued)

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By signing this document, I declare that I have read and understand the Essential Functions of a Sheet Metal Apprentice. I understand that if I cannot comply with these Essential Functions of the Sheet Metal Apprenticeship Training Program, I may be terminated from the program.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_