



ALASKA SOUTHCENTRAL - SOUTHEASTERN SHEET METAL WORKERS
JOINT APPRENTICESHIP AND TRAINING COMMITTEE

1307 EAST 75TH AVENUE SUITE #4
ANCHORAGE, ALASKA 99518-3258

OFFICE PHONE (907) 277-5367
FAX (907) 274-8219

Alaska Southcentral – Southeastern Sheet Metal Workers’ Local Union #23 Joint Apprenticeship and Training Committee is seeking applicants for our **Service Technician** Apprenticeship Program. The opening for accepting applications is March 16, 2020 through May 8, 2020.

Applications are available at the training center office, they can be printed from our website www.local23jatc.org or they can also be mailed to you by request. Applications will be accepted during normal business hours (8:00 am to 4:30 pm) Monday through Friday at the following location:

Sheet Metal Workers Local Union #23 JATC
1307 E. 75th Ave.
Anchorage, Alaska 99518
(907) 277-5367
Fax (907) 274-8219

*All Applications returned by mail must be post marked by May 1, 2020.

Applicants accepted and registered as Apprentices shall meet the following basic qualifications:

- A. Age: Applicants shall be at least 18 years of age. School-to-Apprenticeship applicants may be 17 years of age.
- B. Education: A high school diploma or GED equivalency is required. School-to-Apprenticeship applicants must be enrolled into an accredited high school program. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
 - Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- C. Physical: Shall 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.
 - Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.
- D. Residency: Must be an Alaska resident.

- E. Driver's License: Must possess a valid Alaska Driver's License and their driving record must meet minimum requirements for employer's vehicle insurance.

- A. Work Keys Assessment: Applicants must complete a Work Keys assessment through one of the Alaska Job Centers www.jobs.state.ak.us/offices/index.html and provide assessment results at time of application. (see page 10 for more information)

- **SERVICE TECHNICIAN**

Work Keys Assessment	Skill Level Required for Application
Workplace Documents	5
Applied Math	4
Graphic Literacy	4

The Alaska Southcentral – Southeastern Sheet Metal Workers' Local Union #23 Joint Apprenticeship and Training Committee will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will 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.

All applicants who provide documents to meet the minimum qualifications criteria and submit a **complete** application will be interviewed and ranked. Interviews will be held at the above address with specific times for your interview being sent to you via U.S. Mail.

Apprentices will be selected in order of their ranking based on education, work experience and the personal interview conducted by the Joint Apprenticeship Training Committee.

JOB DESCRIPTION – HVAC SERVICE TECHNICIAN

Service technicians exhibit proficiency in servicing, troubleshooting and cleaning of heating and cooling equipment and related products (i.e., forced air, hydronics, electronic heat, make up air and exhaust systems).

Service technicians are responsible for retrofit, repair and maintenance of industrial/commercial and possibly some residential environmental comfort systems. Service technician apprentices will gain knowledge of air conditioning theory, pipefitting, sheet metal, and other mechanical layouts.

Responsibilities:

- Have working knowledge of electronic wiring diagrams, schematics and architectural/mechanical blueprints.
- Adhere to all local, state and federal building codes practices and regulations.
- Servicing equipment on assigned projects.
- Perform repairs, overhauls, and start ups of commercial HVAC systems.
- Identify, analyze, diagnose, and repair systems, and products at customer's location.
- Perform preventative maintenance, site surveys, replacement, and modifications as needed.
- Prepares for on-site installation and repairs by examining building layout, anticipating difficulties, gathering materials and coordinating on-site work, as necessary.
- Use a variety of hand tools.
- Documents work by properly completing paperwork on each job.
- Communicate in a professional manner with co-employees, subcontractors and customers.
- Be aware of and remain responsible for his or her tool and materials inventory.
- Possess a valid Alaska Drivers License.

Technical criteria include, but are not limited to the following:

- Ability to understand the English language for the purposes of listening, reading, writing and other communication skills necessary in the workplace
- Mathematic skills including basic algebra, geometry, geometric construction and trigonometry
- Knowledge of physics, mechanical, gases, liquids and mass

Notice of Right to Register Complaints

Any apprentice or applicant for apprenticeship who believes he or she has been discriminated against on the basis of race, color, religion, national origin, or sex has 180 days from the date of the alleged discrimination to register a written complaint.

Complaints may be registered with the employer, the above named training trust, the Department of Labor, or directly to the complaint review body (which in this case would be the Alaska Southcentral – Southeastern Sheet Metal Workers' Local Union No. 23 Joint Apprenticeship and Training Committee).

If you choose not to register a complaint in the order given, or if there is not a procedure in place, you may register a written complaint in any order of preference.

APPRENTICESHIP APPLICATION EEOC SUPPLEMENTAL INFORMATION FORM

THE ALASKA SOUTHCENTRAL – SOUTHEASTERN SHEET METAL WORKERS’ LOCAL UNION #23 JATC IS COMMITTED TO EQUAL OPPURTUNITY 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, SEX, OR AGE, EXCEPT THE APPLICANT MUST BE AT LEAST 18 YEARS OF AGE TO APPLY. 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 THE COMPLIANCE WITH EEOC REGULATIONS AND REQUIRMENTS.

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

SEX: MALE _____ FEMALE _____

VOLUNTARY DISABILITY DISCLOSURE: (MARK ONE)

- YES, I HAVE A DISABILITY (OR PREVIOUSLY HAD A DISABILITY)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

ETHNIC GROUP: (MARK ONE)

- HISPANIC OR LATINO
- NOT HISPANIC OR LATINO

RACE: (MARK ONE)

- AMERICAN INDIAN OR ALASKA NATIVE
- ASIAN
- BLACK OR AFRICAN AMERICAN
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- WHITE

HOW DID YOU BECOME AWARE OF THIS APPRENTICESHIP OPPORTUNITY?

- | | |
|---|--|
| <input type="checkbox"/> WORD-OF-MOUTH | <input type="checkbox"/> CAREER DAY |
| <input type="checkbox"/> TV OR RADIO | <input type="checkbox"/> POSTED ANNOUNCEMENT |
| <input type="checkbox"/> GUIDANCE COUNSELOR | <input type="checkbox"/> OUTREACH ORGANIZATION |
| <input type="checkbox"/> NEWSPAPER | <input type="checkbox"/> OTHER: _____ |

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

APPLICATION FOR SHEET METAL WORKER APPRENTICESHIP PROGRAM / SERVICE TECH

(Last Name)	(First Name)	(Middle Initial)	

(Mailing Address)			

(City)	(State)	(Zip Code)	(Today's Date)
_____		_____	
(Telephone Number)		(Alternate Telephone Number)	
_____		_____	
(Age)	(Date of Birth)	(Social Security Number)	

(Email address)			

Are you a United States Citizen or legally authorized to work in the U.S. ___ Yes ___ No

Have you ever applied for this training before? ___ Yes ___ No

Are you a veteran? _____ Yes _____ No

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 - Applicants must submit a **DD-214** to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- D. Physical: Shall 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.
 - Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.
- E. Residency: Must be an Alaska resident.
- F. Driver's License: Must possess a valid Alaska Driver's License and their driving record must meet minimum requirements for employer's vehicle insurance.
- G. Work Keys Assessment: Applicants must **complete a Work Keys assessment** through one of the Alaska Job Centers www.jobs.state.ak.us/offices/index.html and **provide assessment results at time of application.** (see page 10 for more information)

Note: Required documents must be **complete** for your application to be considered.

Education History

Education	Name & Location of School	No. of Years Attended	Did you Graduate?
High School			
High School			
High School			
High School			
Vocational or Business School			
Vocational or Business School			
Vocational or Business School			
Vocational or Business School			
College or University			
College or University			
College or University			
Other			
Other			
Other			
Other			

Note: Attach copies of course completion certificates or transcripts of course credits.

Employment History:

List your last three employers. List in order with most recent first. If you are currently a pre-apprentice, list that fact first.

Employer:	_____
Location:	_____
Length of Employment:	_____ From: _____ Until: _____
Major Activities:	_____ _____ _____
Equipment or Machinery Used:	_____ _____ _____
Reason(s) for leaving:	_____ _____ _____

Employer:	_____
Location:	_____
Length of Employment:	_____ From: _____ Until: _____
Major Activities:	_____ _____ _____
Equipment or Machinery Used:	_____ _____ _____
Reason(s) for leaving:	_____ _____ _____

Employer:	_____
Location:	_____
Length of Employment:	_____ From: _____ Until: _____
Major Activities:	_____ _____ _____
Equipment or Machinery Used:	_____ _____ _____
Reason(s) for leaving:	_____ _____ _____

Describe any other sheet metal or construction experience you have including specific duties. Also attach any letters of recommendation from past employers. _____

APPRENTICESHIP & EMPLOYMENT CONDITIONS

- You should be aware that in this construction trade, you must travel to various construction projects throughout SMWIA LU #23's jurisdiction.
- A requirement of this apprentice program is attendance of all related training required by the JATC in addition to your normal working hours. You will be required to attend these related training classes without monetary compensation.
- Employment in this trade may not be full time and there may be periods of unemployment due to weather, economic conditions and other circumstances.
- Apprentices start at 50% percentage of journeyman rate and receive periodic increases each 1000 hours of on-the-job training. These increases are not automatic but depend on the progress made by the apprentice in on-the-job-training and related classroom training.
- This occupation could involve the lifting of heavy objects, working in confined areas and working in high places, both on roofs and scaffolding.
- When an offer of employment has been made, the applicant may be required to submit to a physical examination which may include drug testing. Failure of the drug test, if any, will result in the withdrawal of the employment and apprenticeship offer and you may not reapply for a period of one year.

I authorize investigation of all statements contained herein and of the references listed herein and authorize my former employers, references and/or schools I have attended to release any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same.

(Signature)

(Date)

I have read and understand these apprenticeship and employment conditions and I declare that any statement in this application and other information provided is true and complete. I also authorize the verification of information provided in this application for apprenticeship.

(Signature)

(Date)

IMPORTANT

Take the WorkKeys assessments at an Alaska Job Center

Prior to submitting your application: All applicants for the Sheet Metal Worker Apprenticeship Year 1 must take the WorkKeys assessments below and score at the required levels to apply, and submit a copy of their score report with the application:

WorkKeys Assessment	Skill Level Required for Application
Workplace Documents	5
Applied Math	4
Graphic Literacy	4

1. **Contact the Midtown Job Center at (907) 269-4800 to sign up for the required WorkKeys assessments. DO NOT DELAY. If you live in another area please contact the Alaska Job Center nearest you (www.jobs.state.ak.us/offices/index.html) to schedule.**
2. Practicing with the Career Ready 101 preparatory courseware prior to taking the WorkKeys assessments is recommended and will help you to meet the skill levels required for the job. Call your nearest job center and request a username and password. You can practice from any computer with internet access.
3. Each WorkKeys assessment is 55 minutes but allow 4 hours to complete all three assessments in one session which will include breaks. If you need to take assessments separately, work with job center staff to schedule.
4. Upon completion of the Workkeys assessments, you will be given your score report. **Please be sure to put a copy of your WorkKeys score report with your application packet and save the original.**