



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

1307 EAST 75<sup>TH</sup> 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 April 22, 2019 through May 24, 2019.

Applications are available at the training center office, they can be printed from our website [www.local23jatc.org](http://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. 75<sup>th</sup> Ave.  
Anchorage, Alaska 99518  
(907) 277-5367  
Fax (907) 274-8219

*All Applications returned by mail must be post marked by May 20, 2019.*

The minimum qualifications to apply are:

- Must be at least 18 years old (provide birth certificate).
- Shall possess a high school diploma or certified G.E.D. equivalency. If possible provide transcripts of H.S. and any post-secondary schooling or training.
- Applicants must complete a **WorkKeys** assessment with a minimum level of five (5) in the areas of workplace documents; four (4) for applied math; and four (4) for graphic literacy (see page 9)
- Must possess a valid, unrestricted Alaska driver’s license and be insurable by a contractor for company vehicles.
- Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and or fellow workers.

The recruitment, selection and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.

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.

APPLICANT'S APPLICATION #: \_\_\_\_\_

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 \_\_\_\_\_

RACE:       \_\_\_ AMERICAN INDIAN OR ALASKA NATIVE  
              \_\_\_ ASIAN OR PACIFIC ISLANDER  
              \_\_\_ HISPANIC  
              \_\_\_ BLACK  
              \_\_\_ WHITE

How did you become aware of this apprenticeship opportunity?

___ Word-of-mouth	___ Career Day
___ TV or Radio	___ Posted Announcement
___ Guidance Counselor	___ Outreach Organization
___ Newspaper	___ 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

### Qualifications:

1. Minimum age: 18 years
2. Education: High school or G.E.D.
3. Residency: State of Alaska resident
4. Physical fitness: Qualified applicants must be physically able to perform the work of the trade.

### Required Documents:

1. Copy of high school diploma or G.E.D. completion certificate
2. Proof of age
3. Proof of residency
4. Copy of valid Alaska driver's license

### Other Beneficial Documents:

1. Copy of high school transcripts or G.E.D. scores
2. If you are a veteran, a copy of your DD214

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. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPENTICESHIP & 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](http://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.**