



Application Process Overview

Thank you for your interest in our Apprenticeship Program. Work in the Pipe Trades is at times demanding, but very rewarding work. Our Apprenticeship Program is designed to build your skillset and knowledge base so at the end of the term, you are prepared to work independently and earn a good living as a Journey-level Plumber/Pipefitter. Please take care to follow all instructions throughout the application process. Failure to do so, could eliminate you as a candidate for the Apprenticeship Program.

The application process is four steps which are as follows:

1. **Obtain application:** Applications can be picked up in person on non-holidays at the Local 168 Union Hall, 300 Commerce Drive, Marietta, OH Monday through Friday from 8:00 am-12:00 pm & 1:00 pm- 5:00 pm, or downloaded and printed out from <https://ualocal168.org/training-center/>
2. **Submission of Application:** Submission of Application including necessary application documents such as transcripts, proof of age, Military DD214 Form (if applicable) and acknowledgment forms. You may supply additional information with your application such as a resume or letters of reference if you choose. Any supplemental information you wish the JATC to review should be submitted with your application. There is no cost to apply. Applications will only be accepted if they are complete and all required documents accompany the application. Application must be returned in person on non-holidays at the Local 168 Union Hall, 300 Commerce Drive, Marietta, OH Monday through Friday from 8:00am-12:00pm & 1:00 pm- 5:00 pm.
3. **Differential Aptitude Test (DAT):** All applicants will be scheduled to take the DAT before interviewing. The entity that administers the exam charges \$30.00 to take the test. The test fee will be collected on test day. Details of the exam will be sent to qualified applicants once scheduled. There are no alternate test dates. Failure to test at a scheduled time will eliminate candidates from further consideration.
4. **Interview:** All applicants meeting minimum qualifications will be scheduled for a personal interview with the JATC. Details of the interview will be sent to qualified applicants once scheduled. Failure to attend an interview at a scheduled time will eliminate candidates from further consideration.

All notifications with regards to DAT testing and Interviews will be made via email. You must reply to all e-mail correspondences to confirm your attendance. All E-mails will come from the following email addresses:

jsmith6@uanet.org OR tpierce2@uanet.org

Please check spam folders and/or set your email to receive from these addresses

***** Once your application has been accepted, it will remain active until the next DAT Exam/Interview cycle. You will be contacted when it is time for the next step.*****

The recruitment, selection, employment and training of apprentices during their term of training shall be without discrimination because of race, color, religion, national origin, age or sex. The JATC will take affirmative action to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under Title 29, of the Code of Federal Regulations, Part 30 as amended.



**United Association Local 168
Joint Apprenticeship & Training
Committee (JATC)**

Jeff Smith, Training Coordinator

☎ 740-373-9274 🖨 740-373-0676

Application Return Checklist

Please check that you have included the following documents when returning your application.
(We can make copies for you)

- ☐ The completed Application. _____
- ☐ A copy of your state issued I.D. or Birth Certificate. _____
- ☐ A copy of your High School Diploma and transcript or high school equivalency (GED) certificate and official report of test scores. _____
- ☐ Military transfer or discharge Form DD-214, if applicable. _____
- ☐ A Signed Notice & Acknowledgement Related to Prior Criminal Convictions, Drug & Alcohol Screenings and Work/Training Opportunities Form. _____



**United Association Local 168 Joint
Apprenticeship Training
Committee (JATC)**

Apprenticeship Application Form

Qualifications Necessary for an Applicant to be considered:

1. Must be at least 18 years of age, or 17 meeting all other minimum qualifications.
2. Complete this entire application and return along with the following:
 - a. A copy of your state issued I.D. with proof of age or a copy of your birth certificate
 - b. A copy of your high school diploma, or GED Certificate with test scores.
 - c. Official grade transcript from your high school.
 - d. A copy of Military Transfer or Discharge Form DD-214, if applicable
 - d. Bring all documents to:

**Marietta Plumbers, Pipefitters & Service Techs
Local Union 168
300 Commerce Drive, Marietta, OH 45750**

3. Successfully complete an aptitude test when scheduled.
 4. Appear for an Interview when notified.
-

If you are accepted for a Probationary Apprenticeship, you will be required to:

1. Serve as a probationary Apprentice for a period of one (1) year and 1500 work hours of on-the-job-training.
 2. Serve a 5-year apprenticeship which includes the probationary period.
 3. Report to work on a regular basis.
 4. Provide your own transportation to and from the job site.
 5. Work under the direction of a journey worker on the job site and perform job duties satisfactorily.
 6. Attend related training classes regularly and maintain an acceptable average in those classes.
 7. Abide by all rules and regulations of the Joint Apprenticeship and Training Committee.
-

I, undersigned, have read, understand, and agree to abide by the above.

Applicant Signature

Date

Application For Apprenticeship

1. Name of Applicant:

(Last) (First) (Middle)

2. Address:

(Street) (City & State) (Zip Code) (County)

3. Social Security No: _____ Telephone No: _____

4. Email Address: _____ Male ☐ Female ☐

5. Race (Mark One) American Indian or Alaskan Native ☐ Black ☐ Asian or Pacific Islander ☐
Hispanic ☐ White ☐ Other ☐

6. Date of Birth: _____

7. Veteran Yes ☐ No ☐ Branch of Service _____ Date of Discharge _____
Type of Discharge _____ Length of Service _____

8. Currently Employed Yes ☐ No ☐

9. Work Experience

Give jobs in order, starting with your present or latest job. Include military experience, summer jobs and part-time jobs.

Employer	City	Type of Work	From	To	Reason For Leaving

10. High School Graduate ☐ GED ☐ Name and Address of High School:

11. Additional Educational Background:

(Applicant's Signature)

Date

Ohio Department of Job and Family Services
APPRENTICESHIP AGREEMENT

The undersigned sponsor and apprentice hereby agree to the terms stated by this form and inscribed therein, and to the terms of the standards and work process schedule of the related registered program. In accordance with the equal opportunity provisions of 29 CFR Part 30.3, Executive Order 11246, and the apprenticeship rules of the State of Ohio (OAC 5101.11), the sponsor will not discriminate in the selection and training of the apprentice. This agreement may be terminated by either party that cites cause and notifies the Registration Agency in compliance with 29 CFR Part 29.8 and OAC 5101:11.

Part A: To be completed by apprentice. (Note to Sponsor: Part A should only be filled out by the apprentice.)

1. Apprentice identification (please print clearly) Name of apprentice (first, middle, last) Address (street address, town, state, zip code) Phone number E-mail address		4. Equal Opportunity Information a. Race (mark one) <input type="checkbox"/> Am. Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> White b. Ethnic Group <input type="checkbox"/> of Hispanic or Latino origin <input type="checkbox"/> not of Hispanic or Latino origin		5. Veteran status <input type="checkbox"/> I am a veteran (8/15/84-5/7/75) <input type="checkbox"/> I was a veteran <input type="checkbox"/> I am not a veteran 6. Highest education level attained <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th through 11th grade <input type="checkbox"/> GED <input type="checkbox"/> high school graduation	
2. Date of birth (mo/day/yr) 3. Sex <input type="checkbox"/> male <input type="checkbox"/> female		7. Was indentured under a school-to-apprenticeship agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Signature of apprentice		9. Signature of parent or guardian (if applicable)		Date	

Part B: To be completed by sponsor (Note to Sponsor: If this form is not complete, please return this form to your area ASP or ATR.)

10. Occupation a. Occupation title b. RAIS/RAPIDS code #		11. Date apprenticeship begins (indenture date)																																													
13. Normal term of program — specific number of hours a. on-the-job training (OJT) b. related technical instruction (RTI)		14. Prior training credit for this apprentice — specific number of hours OJT RTI																																													
16. Related technical instruction (RTI) — specific number of hours a. Provider type <input type="checkbox"/> sponsor <input type="checkbox"/> VoEd <input type="checkbox"/> other b. RTI method <input type="checkbox"/> class <input type="checkbox"/> shop <input type="checkbox"/> correspondence c. During RTI, wages <input type="checkbox"/> will be paid <input type="checkbox"/> will not be paid		15. Time remaining in program for this apprentice — specific number of hours OJT RTI																																													
17. Apprentice wages: In sections 1 through 10, list the <u>standard</u> schedule of pay, showing wage levels at each period of training.																																															
<table border="1"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td>a. Length of period (specify in hours)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Apprentice wage (hours or job journey wage)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. The standard journey-person wage for the work location and unit is \$ _____ per hour.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					1	2	3	4	5	6	7	8	9	10	a. Length of period (specify in hours)											b. Apprentice wage (hours or job journey wage)											c. The standard journey-person wage for the work location and unit is \$ _____ per hour.										
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18. This apprentice's starting wage in the program (based on advancement period in which he/she starts, if credit is awarded) is \$ _____ per hour.		19. This apprentice's wage just prior to starting the program, if known, was \$ _____ per hour.																																													
20. Sponsor information Name of organization Program ID # Address (street address, town, state, zip code)		21. Contact information for sponsor's designee to receive complaints Name Title Phone #																																													
22. Signature of Joint Apprenticeship Cmte. representative (if any) Date		23. Signature of authorized sponsor representative Date																																													

Part C: To be completed by Registration Agency

Confirmation of approval by the Ohio State Apprenticeship Council:

New Apprentice Number



**Marietta Plumbers & Pipefitters Local Union 168
Joint Apprenticeship Training Committee (JATC)
119 Wood Street
Marietta, OH. 45750**

**Notice and Acknowledgement Related To Prior Criminal Convictions, Drug
& Alcohol Screenings and Work/Training Opportunities**

The Local 168 Joint Apprenticeship Training Committee ("JATC") is providing this Notice and Acknowledgment to advise applicants for apprenticeship who have been convicted of felony-level and/or serious misdemeanor-level criminal offenses of an emerging industry trend that may negatively impact their ability to secure work and/or on the job training opportunities.

The JATC has noticed an emerging trend among project owners, whereby skilled tradesmen/women must pass certain pre-employment screenings and/or background checks before being accepted to perform work on a building and/or construction project. This is especially true when the work at issue involves a school, a hospital, or a security sensitive facility, just to name a few. In many such cases, tradesmen/women who have a prior felony-level or even a serious misdemeanor-level offense will not be permitted to work on such projects by the project owner. With the number of project owners requiring these pre-employment/background screenings increasing, the potential work/on the job training opportunities for tradesmen/women with criminal convictions has been reduced.

The JATC's training program is based on two components: (i) classroom work; and (ii) on the job training. This notice advises applicants for apprenticeship who have been convicted of a felony and/or a serious misdemeanor-level offense that it may be difficult or impossible for them to timely satisfy the JATC's training requirements as a result of reduced on the job training opportunities. Understand that this is not the result of an internal JATC policy. Rather, it is the result of the increased frequency that project owners are imposing pre-employment screenings and/or background checks on the skilled tradesmen/women who work on their projects.

Given this emerging trend, the JATC has adopted a policy on criminal background checks. All persons conditionally selected for an apprenticeship position will be screened as per the JATC's policy prior to indenture. Should the background check disclose one or more felony convictions, an individualized assessment will be made by the Trustees to determine suitability for the program. The JATC will notify in writing those excluded from further consideration. Further information on the JATC's policy on criminal background checks can be found in the Statement of Policy.

Furthermore, the JATC is providing this Notice and Acknowledgment to advise applicants of the JATC's policy on Substance Abuse. All persons conditionally selected for apprenticeship will submit to a drug and alcohol screen and must remain in good standing with the PMCA-TEDE Substance Abuse Program throughout the term of apprenticeship. The JATC has a zero-tolerance policy on substance abuse. Thus, any conditionally selected candidates testing positive for drugs/alcohol will be removed from the program.

If you have any questions relating to this Notice and Acknowledgment, or the JATC's Policies and Procedures, please contact the JATC's Training Director. All applicants seeking admission to the JATC's training program must sign this Notice and Acknowledgment, which will be maintained on file.

I, _____ acknowledge my receipt of the Local 168 Joint Apprenticeship Training Committee's Notice and Acknowledgment Related to Prior Criminal Convictions and Drug/Alcohol Screens.

Signature

Date