

APPLICATION & SELECTION PROCEDURE

Apprentices shall be selected on the basis of objective and specific qualification standards. The Sponsor will screen and select apprentices in accordance with its Affirmative Action Plan and this procedure.

AVAILABILITY OF APPLICATIONS

1. Applications will be available to anyone who is interested, regardless of any other considerations.
2. Notice of availability of applications will be distributed at least 30 days prior to accepting applications, in accordance with the Sponsor's Affirmative Action Plan.
3. Applicants will be informed of the basic qualifications, the application procedure, the availability or lack of apprenticeship openings, and the selection procedure when an opening does occur.
4. All application blanks will be serially numbered so that they can be accounted for.
5. Applications will be available at one central point.
6. There will be a book set up in which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the progress, by dates, and final disposition of each application. (See sample attached.)
7. Each applicant shall be given a copy of the standards to read as well as the complaint procedure.

POOL OF QUALIFIED APPLICANTS

1. The Sponsor will develop a pool of qualified applicants to fill apprenticeship openings that have or will become available.
2. The pool of qualified applicants shall be comprised of all applicants who have applied since the last series of interviews and who meet all the following basic qualifications:
 - Age – 18 years of age.
 - Education – High School / GED
 - Physically Fit – Applicants must be physically capable of performing the work of the trade.
 - Transportation – Applicants must have some mode of transportation of the Sponsor's place of business and / or office.
3. Only those individuals in the pool of qualified applicants will be considered for apprenticeship openings.
4. All applicants who do not meet the basic qualifications for entrance into the pool of qualified applicants shall be notified, in writing, as to the reasons for non-acceptance and will not be reconsidered until they correct any deficiencies and reapply.

INTERVIEWS

1. When apprenticeship openings become available, all individuals in the pool of qualified applicants shall be notified and given the opportunity to interview. Such notification shall be in writing and will include the date, time and location of the interview.
2. All interviews will be conducted before any individual is selected for the apprenticeship program.
3. Interviews shall be limited to objective questions required to determine the fitness of the applicant to enter the apprenticeship program.
4. A brief summary of each interview shall be kept, including the conclusions on each of the specific factors that are part of the total judgment. The date of the interview and the interviewer shall also be recorded. (See interview sheet, Appendix)

SELECTION PROCEDURE

1. Selections will be based on the comparative qualifications of all interviewed applicants and in such a manner as to fulfill the Sponsor's Affirmative Action Plan obligation.
2. When it appears that the affirmative action goals will not be met, the Sponsor will review each factor considered in the selection process, particularly those factors that appear to screen out minorities and women, for actual direct relationship to job performance and make adjustments as the review indicates.
3. For each applicant reviewed, the final action (selection or non-selection) and the reasons for same shall be recorded in the Interview Sheet.
4. Interviewed applicants not selected for the Apprenticeship Program shall be notified, in writing, of their non-selection, including the reasons for non-selection.

RECORDS

1. The sponsor shall keep adequate records, including:
2. The original application of all applicants, and all correspondence, notifications, etc. required under this selection procedure;
3. a summary of the qualifications of each applicant;
4. the basis for evaluation and for selection or rejection of each applicant
5. the records pertaining to interviews of applicants;
6. information relevant to the operations of the Apprenticeship Program including but not limited to job assignments, promotion, demotion, lay-off or termination, rates of pay or other forms of compensation or conditions of work, and hours including hours of work and separately hours of training provided;
7. any other records pertinent to a determination of compliance with these regulations.

8. The records pertaining to individual applicants, selected or rejected, shall be retained in such a manner as to permit identification of minority and female (minority and non-minority) applicants.
9. All such records shall be maintained for a period of five (5) years and be made available, upon request, to the registration agency, or other authorized representatives.

APPRENTICE APPLICANT APPEALS PROCEDURE

1. An Appeals Committee should be established, composed of one member appointed by Labor, one member appointed by management, and a public member appointed by both these members. Each organization shall appoint its own representative on the appeals committee in such a manner as it desires except that no member of the apprenticeship committee may serve on the Appeals Committee.
2. Management and Labor shall mutually agree on and select the public member of this committee.
3. The authority of the Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the apprentice program in the matter.
4. Any appeal must be submitted in writing to the local apprenticeship committee within fifteen (15) days of the date of receipt of notification (as evidence by return receipt) of the applicant as to the decision of *the JATC* regarding this application.
5. A copy of the appeal shall be kept on file by the apprenticeship committee, for a period of at least five (5) years.
6. The Appeals Committee shall consider the written evidence and a hearing shall be granted to all interested parties at a designated date.
7. A final decision shall be rendered within thirty (30) days of the date of the hearing, and all parties concerned shall be notified in writing by the Appeals Committee.
8. Decision of the Appeals Committee shall be final and binding upon both the apprenticeship committee and the applicant.

STEP-BY-STEP-PROCEDURE

1. Candidate/s may apply in person for an application daily, between the hours of **(Time)** they may be given an interview at this time. (See interview)
2. Candidates/s name will be entered into a logbook and be assigned an apprenticeship number.
3. Interview/s will be scheduled at least quarterly
4. Candidates must score a minimum of 70% in order to be put on the list of eligibility.
5. Interviews will be set up as needed. (At least quarterly)
6. Candidates must register a minimum of 70% in order to enter the pool of eligibility.
7. Drug testing may be necessary before hiring. (See drug test.)

- Candidates are to be notified by mail of their results.
- The list of eligible must be sent to the Council as it is amended. The Council will only indenture those apprentices whose names appear on the list of eligibility.
- A list of applicants showing how many candidates applied during the calendar year covered and how many were women / minority. Tracking new pools as they are created is extremely important; in order to assure that these protected groups are not adversely affected. All paper work must be kept for five (5) years.

SELECTION PRODEDURE

(To conform with Title 29, Code of Federal Regulations, Part 30)

Adopted by

On _____

Signed by_____

(Signature)

(Title)

Approved by

Director, Date