



HEAT & FROST INSULATORS & ALLIED WORKERS LOCAL 17

Apprentice Training Program

18520 SPRING CREEK DRIVE - SUITE A
TINLEY PARK, ILLINOIS 60477
708/468-8000 FAX 708/468-8017



Local 17

Illinois Regional
Insulation Contractors

May 1, 2017

Apprenticeship Application Announcement

Listed below are the instructions and qualifications for applying for Local 17's Apprenticeship Program:

Bring a \$25.00 money order made out to "Local 17 JATC"

Application pick up dates- June 1st (8am -2pm) Peoria Labor Temple Lower Level

June 5th-9th (8am-3pm) Union Hall

June 12th-16th (8am-3pm) Union Hall

Dear Applicant:

Please follow the enclosed instructions. The following will be explained when you pick up your application.

Between July 10 and July 14, 2017, you must have on file at the Union Office (18520 Spring Creek Drive, Tinley Park, IL 60477) the following papers:

1. Official Birth Certificate must be an original with the seal on it (we will scan and give it back to you).
2. **Sealed** High School Transcripts, or Official GED Scores.
3. A history of your work record (form enclosed).
4. Provide a copy of a Government issued Photo I.D.
5. Two personal references with the names and addresses of both persons submitting references (forms enclosed).
6. Letter of recommendation or certificate of completion from a Pre-Apprentice training, Construction Career Program or High School Construction Program.

All papers must be **originals**; no copies will be accepted. The High School Transcripts or GED test scores must be **sealed** by the school.

Completed paperwork will not be accepted at any time before July 10th or after July 14, 2017.

You must meet the following qualifications:

1. Be an American citizen, or in the process of naturalization: must lawfully be in the United States and authorized to work.
2. Be not less than eighteen (18) years of age by July 1, 2017.
3. Be able to read, write and understand the English language.
4. Must have transportation to and from jobsites in all of our 26 counties.

Applicants who are eligible and have their papers in order, and on file, will be required to take a written aptitude test administered by an independent third party. At the time you take the aptitude test you will be completing a Personal Experience Form (see enclosed information sheets). Your ranking will be based on a combination of the aptitude test and the Personal Experience Form.

If you are ranked high enough to be selected for the Apprenticeship Program you will:

1. Be given a pre-employment drug screen for illegal drugs by providing a ¼" of hair on your head anytime during the testing process. Failure to cooperate in, take or pass this drug test will remove your name from the testing process.
2. Be required to take and pass a Pulmonary Function Test (not part of your physical) to wear a Respirator in our trade. Local 17 will provide this test.
3. You will need to have a pre-employment medical form filled in and signed by your doctor at your own expense. We will distribute form if accepted.
4. You will need to supply us with a copy of your valid Driver's License.

A copy of the selection procedure and dates are available for your review at the Union Office.

Completed paperwork will be accepted July 10th thru 14th, 2017 Monday –Friday, 7:30 A.M. to 3:30 P.M. at our union office. The DEADLINE DATE IS 3:30 PM JULY 14, 2017. NO EXCEPTIONS! TRY TO GET YOURS COMPLETED & TURNED IN AS EARLY AS POSSIBLE IN CASE YOU RUN INTO UNFORSEEN PROBLEMS!!!!

Failure to present the above papers in their entirety will result in your name being dropped from the selection process. Failure to appear at the time designated for the testing process will remove your name from the testing process.

Heat & Frost Insulators Local 17 Joint Apprenticeship and Training Program is an equal opportunity employer. The entire Apprentice Process is given without regard to age, sex, religion, race, color or national origin. Females and minorities are encouraged to apply.

IF AT ANY TIME YOU HAVE A CHANGE OF ADDRESS OR PHONE NUMBER YOU MUST NOTIFY LOCAL 17.

Sincerely,

Joint Apprentice Committee