

APPRENTICESHIP APPLICATION PROCESS

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without regard to race, color, religion, national origin, sex or disability. The Committee shall 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 Regulation, Part 30.

Minimum Qualifications for Apprenticeship Application

1. Applicants shall be of legal work age in the state of Pennsylvania.
2. Applicants must have a dependable means of transportation to the employer's place of business and/or jobsite and to the place where classroom job-related instruction is conducted.

The Application Process

1. Fill out the ABC Apprenticeship Application.
2. Provide the following materials with your application:
 - Proof of age
 - Copy of High School Diploma or GED Certificate
 - Transcripts of last grade completed
 - Proof of trade work experience
 - Form DD214 for veterans
 - Three (3) letters of reference from acquaintances other than family.
3. Please submit all appropriate information and forms back to Central PA Associated Builders and Contractors, Inc.
4. All applicants should be able to demonstrate suitable aptitude for the trade.
5. All applicants may be required to interview with the Central Pennsylvania Chapter ABC Apprenticeship Committee. You will be notified by phone or mail of such.

Applicants who meet the minimum qualifications enumerated above shall be ranked objectively, and the highest ranking applicants shall be given priority in referral for interviews with participating employers.

IMPORTANT AUTHORIZATION AND UNDERSTANDING

1. Completeness and accuracy of information. I represent that all of the information now or hereafter given by me in support of my application for apprenticeship is true and complete. I understand that any false or misleading information in support of my application may result in rejection of the application, or if employed, in the termination of employment.
2. No written, oral or implied contracts. I understand that any written company documents, oral statements, or formal or informal policies are not to be construed as granting an express or implied employment contract and that I am not entitled to rely upon such documents, agreements or company policies as stating employment terms. I also understand that this is not an application for employment and does not guarantee me placement into the apprenticeship program.
3. Authorization for release of information and release from liability. I authorize ABC to verify any of the information given during the application process with appropriate individuals, companies, institutions or agencies and I authorize those agencies to release such information as required, including my prior disciplinary employment record, without any obligation to give me written notice of disclosure. I hereby release ABC and any applicable agencies from any liability whatsoever as a result of such inquiries and disclosures. A photocopy or other electronic reproduction of this authorization/release is binding, and may be relied upon.
4. If an apprentice training relationship is established, I agree to wear or use all protective clothing or devices as may be required by the instructor and/or the training facility and to comply with all safety policies and procedures.
5. I understand my application for apprenticeship will remain active for a period of six (6) months from date of initial application as signed below.
6. Selection of apprentices under this program shall be on the basis of qualification and without regard to race, color, religion, national origin, sex or non job-related disability. ABC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 20 of the Code of Federal Regulations, Part 30 and the Equal Employment Regulation of the Commonwealth of Pennsylvania.

I acknowledge that I have read and understand the above statement in its entirety, and have had the opportunity to ask questions regarding any aspect of this application, and that I accept the above terms.

Signature: _____

Date: _____

AFFIRMATIVE ACTION PLAN

In order to conform with the Pennsylvania Rules and Regulations – Employment Opportunity in Apprenticeship and Training – the Central Pennsylvania Chapter of Associated Builders & Contractors, Inc. Apprenticeship Program hereby adopts the following Equal Employment Opportunity Pledge:

EEO PLEDGE:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination based on political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, age, or the physical or mental disability of a qualified individual with a disability.

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, as amended, and the Pennsylvania State Plan for Equal Employment Opportunity in Apprenticeship and Training.

The Central PA Chapter will make available to individuals apprenticeship openings when the Chapter receives a "Letter of Intent" from one of its members or non-member of the association.

AFFIRMATIVE ACTION/OUTREACH:

In order to fulfill this pledge, the Sponsor will engage in the following affirmative actions to assure, as far as possible, maintenance of minority and female participation equal to that of the minority and female composition in the work force area.

The Chapter shall work with one or more of the following agencies or other avenue of publication to ensure that the availability of apprenticeship opportunities are widely known:

- Local Schools (particularly those that have a high minority population)
- Employment Service Centers
- Vocational Educational Schools
- Correctional Institutes (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)
- Fliers

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities and source of apprenticeship applications.

The Chapter may participate in annual workshops conducted by employment service agencies for the purpose of familiarizing of the employment service with the apprenticeship program and current or future opportunities.

Cooperate with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry in to the apprenticeship program.

Granting advance standing or credit on the basis of previously acquired experience, training skills, or aptitude for all applicants equally.

Other appropriate avenues to ensure the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin sex, or disability.