



TEXAS PANHANDLE CHAPTER

REQUIREMENTS & ESSENTIAL JOB FUNCTIONS FOR AN APPRENTICE

REQUIREMENTS

- MUST BE 18 YEARS OLD AT START OF CLASS AND HAVE A HIGH SCHOOL DIPLOMA OR GED.

SKILLS

- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Using scientific rules and methods.

ABILITIES

- The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate or assemble objects.
- The ability to tell when something is wrong or something is likely to go wrong. It does not involve solving the problem only recognizing there is a problem.
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to read and understand information and ideas presented in writing.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letter, words, pictures, mathematical operations).

WORK ACTIVITIES

- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, climbing while lifting, balancing, walking, stooping, and handling of materials.

- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

WORK CONTEXT

- This job will require using your hands to handle, control, or feel objects, tools, or controls.
- This job will require working indoors in environmentally controlled condition, and outdoors in the elements, in uncontrolled conditions.
- This job may require exposure to hazardous conditions.
- This job will require standing, sitting, kneeling, and bending.
- This job will require working exposed to sounds and noise levels that are distracting and uncomfortable.

APPRENTICESHIP SCHOOL APPLICATION
INDEPENDENT ELECTRICAL CONTRACTORS OF THE TEXAS PANHANDLE, INC.
(FILL IN EVERY BLANK – PLACE NA IN BLANKS WHICH ARE NOT APPLICABLE)

I. PERSONAL INFORMATION

Today's Date _____ Social Security Number _____

Name _____ Phone Number _____

Address _____
Street City State Zip Code

Are you over the age of eighteen (18)? _____ U.S. Citizen? _____ If not a citizen, are you eligible for employment under the immigration laws of the United States? _____

Do you have a driver's license? _____ Number _____ State _____

Restrictions _____ Explain _____

Do you have transportation to school? _____

Have you ever been convicted of or plead guilty, no contest or nolo contendere to a criminal violation (include all courts martial while in military service but do not include minor traffic violation for which the only penalty imposed was a fine of \$50.00 or less) _____ if yes, please explain _____

A conviction will not necessarily result in disqualification from school: this will depend on the circumstances.

Were you previously employed by an IEC Member Company? _____ If yes, when _____

Have you ever been bonded? _____ If yes, on what jobs? _____

Referred by: _____

In case of Emergency, Notify _____

All applicants must complete the following:

II. DRAFT AND MILITARY INFORMATION

Are you a veteran? _____ Military Services Date: From _____ to _____

Branch of Service _____ Highest Rank _____ Rank at Discharge Date _____

Type of Discharge _____ Reserve obligation will end _____

List duties in the service, including special training _____

Name _____

III. EMPLOYMENT HISTORY

Your application will not be considered unless every question on this application form, including this section, is answered. Since we will make every effort to contact previous employers. Correct information about your past employment is critical. You should include Military Service Assignments.

Current Employer: If you are currently employed (part time or full time) complete the following:

Company _____ City _____ State _____ Phone # _____

Dates Employed From _____ to _____ Job Title _____

Supervisor's Name _____ Duties _____

Salary _____ per _____ (Week, Month, Year, or Hourly Wage)

Reason (s) for leaving _____

Will you resign your current employment if hired by an IEC Member? _____

If not, or if uncertain, please explain in detail _____

MOST RECENT EMPLOYER:

Company Name _____ City _____ State _____ Phone # _____

Dates Employed From _____ to _____ Job Title _____

Supervisor's Name _____ Duties _____

Salary _____ per _____ (Week, Month, Year or Hourly Wage)

Reasons for leaving _____

SECOND MOST RECENT EMPLOYER:

Company Name _____ City _____ State _____ Phone # _____

Dates Employed From _____ to _____ Job Title _____

Supervisor's Name _____ Duties _____

Salary _____ per _____ (Week, Month, Year or Hourly Wage)

Reasons for leaving _____

Name _____

IV.

Apprenticeship and Training Program for Electricians, complete the following:

Have you read the Apprenticeship and Training Standards for Electricians of the Association?

Yes _____ No _____

I believe that my present work experience and technical knowledge are such that I would meet the experience requirements and pass the qualifying on the curriculum for the following years of the Term of Apprenticeship.

First Year _____ Second Year _____ Third Year _____ Fourth Year _____

If accepted and indentured will you willingly carry out your part of the APPRENTICESHIP AGREEMENT?

YES _____ NO _____

V. EDUCATIONAL INFORMATION

High School Graduate? _____ GED? _____

Last School Attended _____

Years Attended From _____ to _____

Name of College/University Attended _____

Credit Hours _____

Years Attended From _____ to _____

Have you ever taken courses in the following subjects and, if so, specify number of years or credit hours in each:

Electricity _____ Physics _____ Algebra _____ Drafting _____

Have you attended a vocational training course? _____ If yes, which craft? _____

Name of school _____ From _____ to _____

Have you ever server as an Apprentice? _____ If so, which craft? _____

From _____ to _____ Name of sponsoring organization _____

Name _____

I certify that the above statements are true and correct and understand that any misrepresentation on this application is cause for not being hired as well as dismissal, without regard to when my employer discovers the misrepresentation.

I hereby authorize the IEC, its members and their representatives, to investigate my background and medical history on the terms set forth in the attached authorization form.

I apply for this job and, if offered same will accept employment, understanding that my employer's policy is to provide "at will" employment, which means that either my employer or I can terminate my employment at any time, with or without cause. I understand that no employee, officer or representative of my employer has the authority to agree to employment terms other than "at will" employment with the exception of the president of the company, and he has the authority to do so only in a written agreement signed by him.

Date

Applicant's Signature

I understand that my failure to answer any question or provide any information requested on this application form will render my application void and I will not be considered for the apprenticeship program. I further acknowledge that I have been told that my application will be considered active for only 30 days from today's date, which is written on the first page of this application form, and that if I wish to be considered for school openings after that 30 day period, I must reappear and complete another application form at the IEC office.

Date

Applicant's Signature

I acknowledge that I have been told that the IEC is merely a conduit through which application are made available to IEC members and that the IEC and its members do not guarantee or promise that I will be offered employment or even considered for the program by one or more IEC members or that my application will be forwarded to specific IEC members. Rather, I have been told that the IEC makes available to its members that active application on file with the IEC upon request by the member. I also understand that if an IEC member wishes to consider me for employment, I will be required to appear at the member's facility and be interviewed in person before the member will consider me for employment. I also understand that after my interview, the member will check my prior employment history, medical history and criminal and other background or reference information before a final decision to employ me will be made. I also understand that the individual IEC member(s) who interview me may obtain applicants from other sources, such as former employees, word of mouth or advertising, and that individual IEC members may have additional employment criteria, experience requirements, testing (including drug testing) or other conditions for employment that may determine whether I have the qualifications for employment and whether I will be chosen from among other qualified applicants.

Date

Applicant's Signature

IN ADDITION, I UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION AND/OR WITHHOLDING OF INFORMATION ON THIS APPLICATION WILL BAR ME FROM THE USE OF THIS SERVICE IN THE FUTURE AND SUBJECT ME TO A CIVIL LAWSUIT.

Date

Applicant's Signature

Apprenticeship Check List

- 1) Birth Certificate
- 2) High School Diploma or GED
- 3) Photo ID
- 4) Social Security Card
- 5) Selective Service Number
- 6) High School Transcript
- 7) Be a minimum of 18 years of age
- 8) DD-214 for military if applies