

PLUMBERS & PIPEFITTERS LOCAL 501

JOINT EDUCATION FUND

1295 BUTTERFIELD ROAD

AURORA, ILLINOIS 60502

www.ualocal501.org

HVAC SERVICE APPLICANTS

Application dates are scheduled for
January 21 - 25 and January 28 – February 1, 2008
at the above location Monday – Friday between 9:00 a.m. & 12:00 noon
Telephone: (630) 692-7316 • Fax: (630) 978-9240

BASIC REQUIREMENTS

In order to meet the “Basic Requirements” you **must be able to speak and read English** and furnish the Plumbers & Pipefitters Local 501 Joint Apprenticeship Training Committee with the following:

1. A \$25.00 non-refundable processing fee (by Visa or Mastercard, certified check or money order only made payable to Joint Education Fund) is due at the time of application. NO cash please. If the check is not honored, the applicant is automatically disqualified. All applications must be completed in the JATC offices and not taken out of the building.
2. Age – must be at least eighteen (18) years of age at the time of the application. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications, may be rated, ranked, and placed on the Pool of Eligible list. Such an applicant must provide proof that a graduation certificate or G.E.D. has been awarded, and must be eighteen (18) years of age, prior to being indentured by the JATC.
3. Proof of age – you must supply a certified copy of your birth certificate.

4. Resident of jurisdiction – all applicants are required to live within DeKalb, DuPage, and Kane or Kendall counties.
5. Military form DD-214, if applicable.
6. You must submit a copy of your driver's license. The applicant apprentice must have and maintain a valid driver's license at the start of their apprenticeship
7. Education requirements – a high school diploma or a G.E.D. certificate and a copy of your official high school transcripts.
 - a. If you are a high school graduate, you must request from your high school an official transcript of your high school record of subjects, grades, credits, attendance and tardiness records and grading system to be mailed directly to **Plumbers & Pipefitters Local 501 Joint Education Fund, 1295 Butterfield Road, Aurora, Illinois 60502**. We will accept a hand carried transcript with the school's official sealed envelope. It will be the responsibility of the applicant to check with their high school to make certain the official transcript has been sent to the Joint Apprenticeship and Training Committee (JATC).
 - b. If you have a G.E.D. certificate, please request your latest attended high school to mail a transcript of all your high school credits. You must mail a copy of your G.E.D. test scores to **Plumbers & Pipefitters Local 501 Joint Education Fund, 1295 Butterfield Road, Aurora Illinois 60502**.
8. You must have a **letter of intent to hire** from a contractor signatory to Local 501 to qualify for the HVAC service program. Go to www.mechanicalexcellence.org to search for a service contractor in the area you would like to work.

All accredited hours and/or grades obtained by the applicant for classes completed other than high school such as college, trade school, etc., should be forwarded to the Committees' office.

All applications must be completed in the Local 501 offices. The first 50 applications received and completed properly including all Basic Requirements will be considered for an aptitude test. The top 50 test applicant scores will be scheduled for an interview.

The applicants will be required to take an aptitude test to be given by the testing company chosen by the Joint Apprenticeship and Training Committee (JATC).

The applicants will be notified by certified mail of the aptitude test and interview dates.

Apprentices will be selected in the order of their ranking based on filling the basic requirements, results of the aptitude test and the interview, and documentation of a letter of intent from a Union contractor, HVAC technical school training and/or field HVAC service experience.

Before an applicant who has been accepted as probationary apprentice begins employment, a physical examination that includes a hair follicle and substance abuse urinalysis test is required. The Joint Education Fund will pay for this test.

Each applicant will be photographed at the start of his or her apprenticeship.

NOTE: All requirements and qualifications must be met and received in the Local 501 offices no later than thirty (30) days (by March 3, 2008) from the last day of applications or you will not be eligible for an interview or possible testing. NO EXCEPTIONS.

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

I understand that all portions and requirements of the application procedure must be turned in on or before the dates as indicated above for my application to be considered.

I have been provided with a copy of the Basic Requirements and the Complaint Procedure. I have read and understand these documents.

Name (Please Print)

Signature

Date