



Understanding the Application Process

The following pages outline the normal application process and the most common questions asked before and during the process.

Application Request Form:

The request form sheet provides you with all the information you need regarding the documentation that is required to begin the application process. It also informs you of the basic qualification requirements for our program and the specific areas of jurisdiction. The form must be signed, dated and returned with \$25.00 along with any required supporting documentation to begin the next step.

Application:

Upon receipt of the Application Request Form, \$25.00 and verification of the supporting documentation you will be sent an official application. After you completed the application and return it to the SCJATC, with any additional required documentation, you will be scheduled for an aptitude test. The dates of this test vary from area to area. In some cases there will be only one test date per year. If you are scheduled for this date and cannot make this date, you may have to wait until the following year or travel to another test site to take the exam. Please pay close attention to the instructions included on the form. All the requirements of this form must be completed for your application to be considered valid and complete. You must provide at a minimum, the following:

Driver's License (this must be current and valid)

One year of passing grades for High School Algebra or College Algebra
(Pre-Algebra does not qualify)

A copy of your High School Diploma or GED Certificate

A copy of your High School or GED Transcripts (The transcripts must verify that you have satisfactorily completed one year of High School Algebra, with a passing grade)

A \$25.00 Application Processing Fee is required.

We accept the following methods of payment:

Cash, Check, or Money Order.

Aptitude Testing:

Included with this letter is a sample of the type of questions found in the aptitude test.



Question: When do I take the aptitude evaluation test?

Answer: Once you have provided the SCJATC with ALL of the paperwork mentioned above, and your application is complete, you will receive a letter informing you of the time, date, and location of your aptitude test.

Question: How long is the test?

Answer: The test lasts approximately two and one half to three hours.

Question: Where do I go to take the test?

Answer: Aptitude tests are given by the SCJATC on the campus of WITCC and you will be advised exactly where on campus the test will be administered in a separate letter. Please do not miss the scheduled test, please read all communications sent to you by the SCJATC very carefully.

Note: A valid Driver's License is required as a means of Identification for the Aptitude test. (If the License is not valid at the time of the test, the applicant will not be allowed to take the test.)

Question: What happens after the aptitude test? When will I know if I passed?

Answer: Aptitude test results are received by the SCJATC two to four weeks after each test. A letter providing you with your test score will be sent to you as soon as the SCJATC receives those results; this letter will inform you that you did or did not meet the minimum required test score, which is a four (4).

Question: I passed the test! What happens now?

Answer: You will receive notification/invitation by mail informing you of the date, time and location for your verbal evaluation (oral interview). Please read the notification letter carefully, anyone not able to attend the scheduled time can re-schedule and interview at a later date. In most cases that date is undetermined at the original interview date and could be months later.

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Question: If I did not pass the test, what happens now?

Answer: You will receive notification by mail informing you that you did not meet the minimum required test score. If you choose to attempt to test again you may do so however you will not be able to test again for six (6) months after the date of the failed test.



Oral Interview:

Preparing for your oral interview:

A pamphlet has been prepared to assist the applicant in preparing for the oral interview. It will be included in the notification/invitation to interview letter.

Question: How long is the verbal evaluation?

Answer: The actual interview lasts from ten to twenty minutes

After the interview what happens?

After each applicant's interview is completed the interviewing committee scores the applicant. The average of all the scores will be used to determine where the applicant is placed on a Two-Year list. After all of the interviews are completed the interviewing committee establishes an updated two-year selection list. All applicants will be placed on the two-year list in the order of their interview score and remain on the list for two years or until they are selected. The two-year list contains the score and name of all applicants who qualify for apprentice selection after completion of the interview stage of the selection process.

Question: When will I know the results of the oral interview?

Answer: As soon as the results of the oral interview have been determined, the SCJATC will notify you by mail. Generally there are several interviewing and the office will need some time to record and process the interview results. You will only be told what your interview score was. You will not be told where you are placed on the two year list.

Question: When will I start the apprenticeship?

Answer: First and foremost there must be enough work to necessitate the hiring of apprentices. Once Labor and Management have agreed on the number of new apprentices to be selected, the selection process will begin.

The first or number one (1) person on the two year list is contacted and offered an apprenticeship. Additional offers are made as needed from the list. (The first attempt to

contact will be by telephone. A certified letter will be sent immediately after the call, on that same day). Each accepted applicant will have 10 days from the date of the certified letter to accept the apprenticeship offer or they will be dropped from the two-list and the offer will be rescinded.

Question: What happens after I am offered an apprenticeship?



Answer: When the applicant accepts the offer they will be immediately scheduled for a drug screen and upon passing the drug screen will be given further instructions in preparation for being assigned to a contractor to begin work.

Question: What happens if I don't pass the drug screen?

Answer: When an applicant does not pass their drug screen they are contacted and notified by certified mail that the offer is rescinded, they are removed from the two-year list and must start the application process from the beginning.

Question: What happens if I can't start the apprenticeship when it is offered to me?

Answer: The applicant will have 10 days from the date of the certified letter to accept the apprenticeship offer and 14 days from the date of acceptance to start to work in the program. If an applicant cannot meet the program starting date requirements the offer will be rescinded, the applicant will be dropped from the list and the next applicant on the list will be offered the open position.

When an applicant is dropped from the two-year list for any reason they must start the application process from the beginning, as if they have never applied for the apprenticeship before. Depending upon when you interviewed, the selection process may still be months away. Most committees select in late spring and only one time per year.

IT IS IMPERATIVE THAT YOU KEEP THE SCJATC CURRENT WITH YOUR
ADDRESS AND CONTACT INFORMATION. FAILURE TO DO
SO COULD MAKE IT IMPOSSIBLE TO CONTACT YOU IF
YOU ARE SELECTED.

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