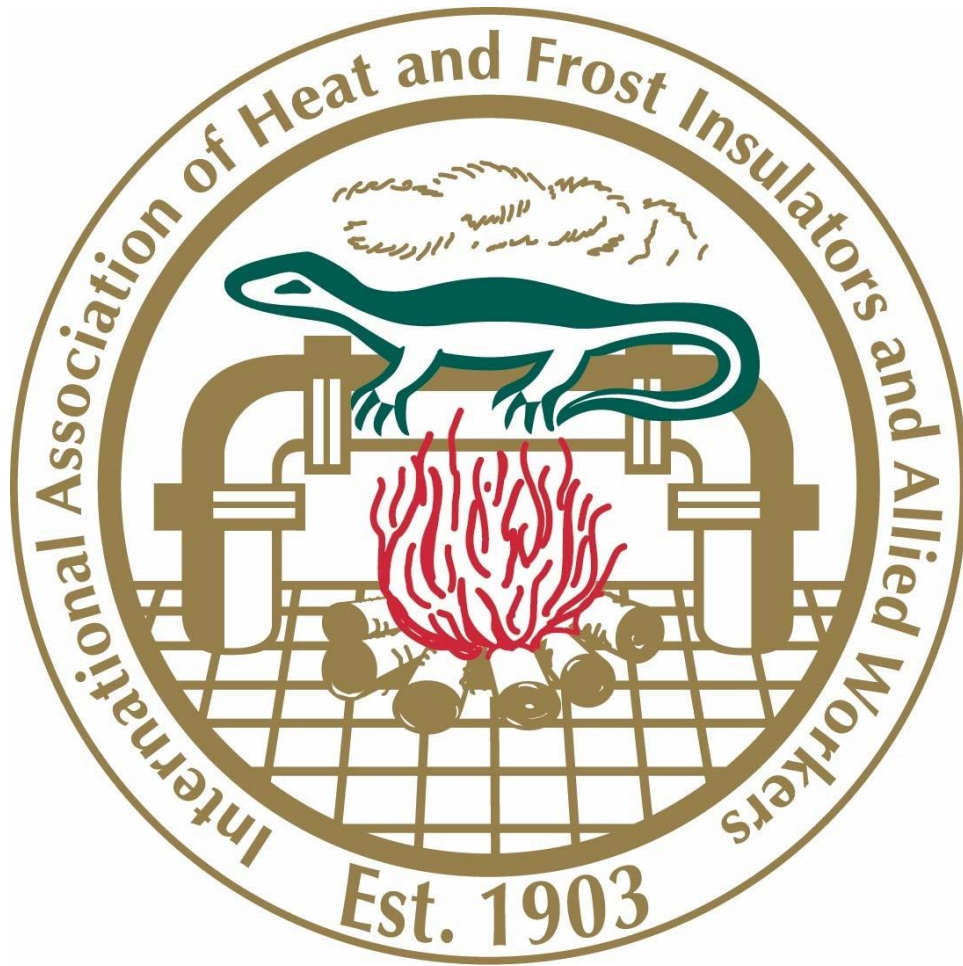


Heat & Frost Insulators Local # 47
Joint Apprenticeship Trust Committee

Apprenticeship Application



Applicant Name: _____

Application No: _____ Date: _____

Heat & Frost Insulators Local # 47

JATC Application Instructions

Please read and follow the directions on this sheet

Cover sheet: To be filled out by union office.

Part 1 (Application)

Page 1 of 4: Fill in the blanks.

Page 2 of 4: Read complete page and sign & date bottom.

Part 2 (Application)

Page 3 of 4: Fill in the blanks.

Page 4 of 4: Fill in the blanks, read complete page, sign & date bottom.

Attach copy of Diploma, GED, and transcripts.

Upon completion of all four pages of the application, the Cover Sheet, both Applications, and copy of Diploma or GED, and School Transcripts, must be returned to the union office for you to be considered for acceptance into the Apprentice Program.

They are to be sent to:

**Heat & Frost Insulators Local # 47 JATC
419 S. Washington Square,
Suite 301
Lansing, MI 49833**

Keep the Job Description sheet, the School Policies sheet, and the Apprentice Tips for Success sheet.

Remember: Your application is considered complete ONLY if all forms are filled out, along with a copy of your Diploma or GED, and school transcripts, and are returned to the union office.

APPLICATION FOR APPRENTICESHIP

Heat & Frost Insulators Local # 47

NOTICE TO APPLICANT: The information you provide to complete this page is for Affirmative Action tracking purposes only. See Page 2 for data explanations.

1. _____
(Last Name) (First Name) (M.I.)
2. _____
(Street Address) (Apt or Box #)
3. _____
(City) (State) (Zip Code)
4. Social Security Number: _____ - _____ - _____
5. Phone Number: _____
(XXX) XXX-XXXX
6. Are you 18 years or older? _____ Yes _____ No
7. Sex: _____ Female _____ Male
8. Racial / Ethnic Group:
_____ Asian _____ Hispanic _____ American Indian / Alaskan Native
_____ Black _____ Caucasian _____ Other Ethnic Group (please specify) _____
9. Are you disabled / handicapped? _____ Yes _____ No
(“Disability / Handicap” is defined as: “a handicapping condition which substantially limits one of life’s major activities such as walking, caring for yourself, seeing, hearing, speaking, performing manual tasks, breathing, learning, working.” Do not answer “Yes” to this question if, for example, you have a visual problem corrected by glasses.)
10. Are you a United States of America Citizen or legally authorized to work in the United States of America? _____ Yes _____ No
11. Are you eligible for Veteran's benefits? _____ Yes _____ No

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you to employers for possible employment. Certain information, as detailed in the table below, is private, that is, it may be released only to you or to government agencies. All other information on the application is public and may be given to anyone for any purpose.

PRIVATE DATA	WHY WE ASK FOR IT	ARE YOU LEGALLY OBLIGATED TO PROVIDE IT?	WHAT MAY HAPPEN IF YOU DON'T PROVIDE IT?
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	You will be assigned an individual identification number in order to ensure that your records will not be confused with those of another applicant. You will have to use the number when contacting the committee concerning any of your records.
Name / Address	To distinguish you from all other applicants; to be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview.	No	We may not be able to employ you in certain instances for certain job which may require short notice.
Sex; Racial / Ethnic Group; Handicap Status*	To be able to make Equal Opportunity reports as required by law and to provide affirmative action in apprenticeship.	No	We will not be able to determine whether our selection process results in unfair discrimination or to take affirmative action in our hiring.
<p>"Disability / Handicap" is defined as: <i>"a handicapping condition which substantially limits one of life's major activities such as walking, caring for oneself, seeing, hearing, speaking, performing manual tasks, breathing, learning, working."</i></p> <p>Do not answer "Yes" to this question if, for example, you have a visual problem corrected by glasses.</p>			

EMPLOYMENT CONDITIONS

1. You should be aware that in this construction trade you must travel to various construction projects located within numerous counties covered by this Joint Apprenticeship Committee's jurisdiction. You must have reliable means of transportation to travel to these projects.
2. A requirement of this or any registered apprentice program is attendance of at least 144 hours per year of related training outside your normal working hours. You will be required to attend these related classes without monetary compensation.
3. Employment in this trade may not be full time and there may be periods of unemployment due to weather, economic conditions, and other circumstances beyond the Committee's control.
4. Apprentices start at a percentage of the journeyman rate and receive periodic increases. These increases are not automatic but depend on the progress made by the apprentice in on-the-job training and related training.
5. This occupation could involve lifting heavy objects and working in confined areas, high places, extreme temperature ranges, and working with and around gasses, liquids, and solids that may be considered hazardous or infective, including glues, solvents, dusts and wastes. Contact may be foreseeable and unforeseeable.
6. As a condition of offer of employment to this union, and for employment to various job sites, the applicant may be required to submit to a drug test.

I HAVE READ AND UNDERSTAND THESE EMPLOYMENT CONDITIONS AS REQUIRED BY THIS OCCUPATION

Signature: _____

Date: _____

APPLICATION FOR APPRENTICESHIP

Heat & Frost Insulators Local # 47

SECTION 1. PERSONAL DATA

(Last Name, First Name, Middle Initial)

(Telephone Number)

(Mailing Address)

(City, State, Zip)

(Social Security Number)

(Alternative Telephone Number)

Have you applied for this training before? _____ No _____ Yes When? _____

SECTION 2. EDUCATION

	NAME OF SCHOOL	CITY, STATE	DEGREE / DIPLOMA / G.E.D.
HIGH SCHOOL			
VO-TECH			
TRADE SCHOOL			
COLLEGE			

NOTICE: A copy of your High School Diploma or G.E.D. and Transcripts are required.
Attach copies of any other course completion certificates or transcripts of course credits.
Your application is not complete without this information.

SECTION 3. TRADE RELATED SKILLS OBTAINED THROUGH OTHER SOURCES

List:

SECTION 4. EMPLOYMENT HISTORY (INCLUDE MILITARY HISTORY)

Organization:	Position:	____ Full Time
Location:	Supervisor:	____ Part Time ____ Hrs./Wk.
Major Activities:		Length of Experience From: ____/____ To: ____/____
1.		
2.		
Machines / Equipment used:		

Organization:	Position:	____ Full Time
Location:	Supervisor:	____ Part Time ____ Hrs./Wk.
Major Activities:		Length of Experience From: ____/____ To: ____/____
1.		
2.		
Machines / Equipment used:		

ATTACH ADDITIONAL SHEETS IF NECESSARY

BE SURE TO INCLUDE ALL INFORMATION REQUESTED ABOVE

**** IMPORTANT ****

I declare that any statement in this application or information provided herein or during the interview process is true and complete, and I acknowledge that I have read and understand the information below.

Submission of false data may be grounds for dismissal.

(Signature)

(Date)

The Committee reserves the right to verify information provided in the Application. In connection with this Application for employment, I authorize the Joint Apprenticeship committee to conduct an inquiry into any job-related information contained in this application, including, but not limited to my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I release the Committee from any and all liability of whatsoever nature by requesting such information from any person.

_____ Yes

_____ Yes, but not with present employer until job offered.

_____ No (Note: We may be unable to accept you without this information.)

Name and phone number of current or immediately previous supervisor who may be contacted as an employment reference:

Heat & Frost Insulator Apprentice

Description of Duties

- Heat & Frost Insulator Apprentices will be trained to become expert insulation mechanics with the competitive skills necessary to meet current and future industry needs. This work covers industrial, commercial, and transportation insulation applications, as well as the expanding field of cryogenics. Industrial applications include such areas as the chemical process, petrochemical, and power generation industries. Commercial work covers plumbing and mechanical services, and refrigerated spaces. Transportation includes the insulation of ships, trucks, trailers, and railroad cars. Heat & Frost Insulators also perform fire stopping applications for mechanical and electrical services, as well as for building enclosures. Modern insulation relies on materials such as fiberglass, foams, flexible elastomerics, calcium silicates, mineral wools, ceramic fibers, urethanes, etc. Specially trained Heat & Frost Insulators are used to remove asbestos and other insulation materials used in the past that can be dangerous.
- Workers must have reached the minimum age of 18, be in good physical condition, able to perform the work of the trade, and be a high school graduate or the equivalent.
- Workers must be able to pass a physical, stating they are fit for this type of work.
- Workers must be able to pass a pre-employment drug test, as well as random drug tests throughout the apprenticeship.
- Workers will be expected to successfully complete the requirement of a Five-Year Apprenticeship.
- Workers will be expected to follow and abide by the Apprenticeship Standards, Rules, and Regulations.
- Workers will be expected to remain in good standing in the Local Union.
- Work is performed outside or inside in every weather condition imagined, including extreme cold and heat, rain or snow. Work is performed in high and low places, including confined spaces. Most of the work requires the ability to climb ladders and work from scaffolds or aerial platforms.
- The job requires balance, climbing, bending, stooping, crawling, kneeling, lifting and carrying various materials and equipment of various sizes and weights.
- Workers must provide their own tools to properly perform the various tasks presented.
- Workers must be able to work with the required tools of the trade, including hand and power tools.
- Workers will be expected to dress properly for the prescribed work. This shall include long pants, short or long sleeved shirts, and work shoes as well as any clothing for protection from the elements. Job specific required safety clothing or equipment shall be provided by your employer.

- Workers will be expected to operate on a professional basis at all times, showing respect for customers, owners, and fellow trades people, as well as respect for their property and equipment.
- Workers will be required to perform work at any location within the geographic jurisdiction of our territory, which includes the majority of Michigan's Lower Peninsula and a portion of the Upper Peninsula.
- Workers will be responsible to provide their own transportation to and from the worksite, as well as to school and union meetings.
- Workers will be expected to be at work every day, on time, and to work for the duration of the work day.
- Workers will be expected to perform their work in a safe manner at all times.
- Workers will be expected to work for various contractors as determined by the Business Agent.
- Workers may at times be required to work with hazardous materials and chemicals (proper personnel protective equipment will be provided by your employer).
- Workers will be required to attend apprenticeship school for a total of 144 hours per year for four years. Classes are held on Saturday at the training center in Lansing (18 classes per year). Successful completion of the class year will be required for advancement to the next level.
- Workers will be required to attend a minimum number of union meetings per year, as well as all Special Called meetings. Meetings are usually the second Friday of each month. Meetings are held at the training center in Lansing.
- Workers will be required to work 1,600 hours per year, in conjunction with satisfactorily passing school, attending the required union meetings, and completion of one calendar year, before advancement to the next level.
- Workers will be expected to master the applications of various insulation materials on various mechanical or architectural systems.
- Workers will be expected to work under the supervision of various mechanics or foremen.
- Workers will be paid at the rate of 50% of a journeyman mechanic. A 10% raise will be granted for each successfully completed year of your apprenticeship. A fringe benefit package, including health insurance, and pension / retirement will also be provided.
- Workers will be expected to successfully complete a Mechanics Tests at the completion of the fifth year of their apprenticeship, in order to graduate to a journeyman mechanic status.

The above description is not intended to be an all-inclusive description of the Heat & Frost Insulation trade. Rather, is intended to give a broad overview of various aspects of this trade.

Heat & Frost Insulators

Apprenticeship School Policies

****Note**** The following represents a brief overview of school policies, and is not intended to be a complete overview. The Policies, Standards, and Rules and Regulations will be provided to you upon acceptance into the program.

TUITION

Tuition to attend the Heat & Frost Insulators Local # 47 Joint Apprenticeship Trust Committee (JATC) Training School is paid for by the JATC, provided the student satisfactorily completes and passes the required courses. In the event a student does not satisfactorily complete the required course, they will be required to repeat the course and will be required to reimburse the JATC for the cost of that school year.

ATTENDANCE

Attendance at school is mandatory. No exceptions will be made.

Anyone entering the classroom after the class start time will be considered tardy. It is the responsibility of the apprentice student to ensure that they are properly signed into and out of school to ensure proper attendance for that day.

Missing more than two hours of any class will be considered an absence.

Two times tardy to class will be counted as an absence.

Leaving class early will be counted as an absence.

All missed classes, whether excused or not, will be required to be made up at a later date within or after the school year.

Apprentices will be expected to report to class able to complete the required work. Anyone under the influence of drugs or alcohol will be sent home for the day, may be tested, will be considered an unexcused absence, and may be grounds for termination. Apprentices will be expected to be properly dressed for work and will be expected to bring the necessary tools to complete the required assignments.

CLASS COMPLETION

All classes must be completed with a passing grade of 70% or better

The Journeyman (Turn-Out) Test must be completed with a passing grade of 80% or better.

FAILURE TO COMPLY WITH THE STANDARDS, RULES, REGULATIONS AND / OR POLICIES OF THE JOINT APPRENTICESHIP TRUST COMMITTEE MAY RESULT IN THE TERMINATION OF YOUR APPRENTICESHIP AGREEMENT.

10 Tips for Jobsite and Apprenticeship Success

1. **BE AT WORK EVERY DAY.** When a construction project is ongoing, workers have to put in full time work in order to get the job done on time – your co-workers are counting on you to do your part every day so that deadlines can be met. Make sure you have your transportation planned so that you can be at work on time every day.
2. **BE AT WORK ON TIME EVERY DAY.** Be at the jobsite a few minutes early, so that you are ready to start work at the starting time.
3. **BE PRODUCTIVE!** The motto is “8 hours worked for 8 hours pay”, but also, your coworkers are counting on you to do your part to meet deadlines. If you don’t have anything else to work on, do site clean-up or ask your supervisor for another task. **Tip: Do not talk on your cell phone during working times on the job site: save your calls for lunch and break times.*
4. **WEAR THE RIGHT CLOTHES FOR THE JOB.** Wear proper work clothing and sturdy work boots. Danger! – Loose or ripped clothing, jewelry, and sandals or other light footwear should never be worn; they can get caught in machinery or expose you and your co-workers to other risks. **Tip: Remember that you are representing the company that hired you, as well as your union; come to work neat and clean, even if you are going to get dirty on the job. Bring a change of clothes if necessary.*
5. **DO YOUR BEST WORK.** You are part of a team that is judged on the work that you do together; if any part of that work is bad, everyone has a harder time finding future work. **Tip: Remember that construction is a career where you can earn good money if you are good at what you do. As with any profession, you will need to consistently put in your best effort in order to succeed.*
6. **HAVE THE RIGHT EQUIPMENT FOR THE JOB.** If you have tools and gear that you need for the job, make sure you have it with you in good working order every day. Also, make sure to take the proper care of all equipment on the worksite.
7. **BE SAFE ON THE JOB.** Remember all your safety training and follow all safety instructions. Your life or your co-worker’s life may depend on it. **Tip: Wearing the proper clothes and turning off your cell phone also make the workplace safer for you and your co-workers by eliminating unnecessary hazards and distractions.*
8. **ALWAYS CALL YOUR SUPERVISOR IF YOU MUST BE ABSENT OR LATE.** People are counting on you to show up every day and your presence is necessary. **Tip: Do not leave the worksite without checking in with your supervisor and / or the person you have been instructed to check in with.*
9. **COOPERATE AND COMMUNICATE WITH YOUR CO-WORKERS, EMPLOYERS, AND EVERYONE ELSE ON SITE.** Effective communication can help you avoid dangerous situations on the job. Cooperation with a general good attitude is also a way to show you are interested in your job. **Tip: If you are unsure about anything on the job, do not be afraid to ask someone.*
10. **BE READY TO LEARN.** You’ll never know it all, but you’ll learn more and do better work if you listen and ask questions!