

South Bend Plumbers & Pipefitters Joint Apprenticeship & Training Committee

4172 Ralph Jones Court
South Bend, Indiana 46628
574-273-0500
Fax: 574-273-1560

July 2016

To Whom It May Concern:

The South Bend and Vicinity Plumbers & Pipefitters Joint Apprenticeship and Training Committee will be accepting applications for the Apprenticeship Program starting Monday, January 16, 2017 through Friday, January 27, 2017 from 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 4:30 p.m.

The Minimum Requirements for all Applicants are as follows:

All applicants must apply in person at the JATC office. Once application is completed including providing the minimum required documents listed below, an interview will be scheduled with the Plumbers & Pipefitters Interviewing Committee:

- 1) Applicants shall be at least 18 years of age and submit reliable proof of birth date.
- 2) **Education Requirements:** High School Diploma or GED Certificate

High School Graduate: You must request from your high school an Official Transcript of your high school records including subjects, grades, credits and attendance to be mailed directly to:

**Plumbers & Pipefitters JATC
4172 Ralph Jones Court
South Bend, IN 46628**

We will accept a hand carried transcript with the school's official sealed envelope. It will be the applicant's responsibility to check with their high school to make certain the official transcript has been sent to the JATC.

Note: Applicants may be high school seniors provided they submit a copy of their transcripts showing at least 3½ years of completed schooling. The applicant must also submit a letter from the school verifying that they are maintaining passing grades and are scheduled to graduate in the spring or early summer of 2017.

GED: You must mail or hand-carry a copy of your GED test scores to the JATC.

- 3) If you are a veteran you must provide a copy of your DD-214.
- 4) You must submit a copy of your driver's license at the time of your application. Any applicant selected into the Apprenticeship Program must maintain a valid driver's license throughout the term of their apprenticeship.
- 5) All applicants will be required to take the **Work Keys Assessment Test** that will be administered by the Indiana Department of Workforce Development (<http://www.workoneworks.com/>). **Applicants must meet set minimum levels in all tests given by Tuesday, February 28th, 2017 to be eligible for the 2017-2018 program year.**
- 6) All applicants may be subject to a criminal background check.
- 7) Accepted applicants must adhere to the ISPTA/MCAI Substance Abuse Policy.

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 and will operate this apprenticeship program as required under Title 29 of the Code of Federal Regulations, Parts (29)(30), as amended.

Sincerely,

Broc M. Buczolich
Apprentice Coordinator
SOUTH BEND PLUMBERS & PIPEFITTERS
JOINT APPRENTICESHIP COMMITTEE