



## Alaska Carpenters Training Trust

www.AlaskaCarpentersTraining.org

*"Through Our Doors Pass the Best Trained Builders in the Nation"*

**Anchorage:** 8751 King St • Anchorage, AK 99515 • Phone: (907)344-1541 • Fax: (907)349-5823

Email: admin@ubctrainingak.net

### **INSTRUCTIONS FOR APPRENTICESHIP APPLICATION**

**APPLICATIONS ARE DUE NO LATER THAN: DECEMBER 31<sup>ST</sup>**

In order to ensure that all applicants are assured equal opportunity during the selection process, the Alaska Carpenters Training Trust has adopted the attached procedure for the selection of apprentices. This selection procedure is based on qualifications alone. It is the JATC policy that no one shall be treated differently, separately, or have any action directly affecting him or her taken on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or genetic information where a person is otherwise qualified or could be with reasonable accommodation.

In order to meet the basic requirement for apprenticeship and be granted an interview by the JATC, each applicant must:

- A. Be 18 years of age or older
- A. Be an Alaska resident for a minimum of 30 days prior to the closing date of accepting applications
- B. Have a high school diploma or equivalent
- C. Must have a valid Alaska driver's license
- D. Possess proof of social security number
- E. DD-214 if you have been in the military
- F. Be mentally and physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers
  - a. **UPON SELECTION AS AN APPRENTICE, YOU MUST BE WILLING TO SUBMIT TO (AND PASS) A DRUG AND ALOCHOL SCREENING AND COMPLY WITH ALL DRUG AND ALCOHOL POLICIES OF THE TRAINING CENTER.**
- G. Be able to read, write, and speak the English language in order to comprehend instructions on the job, in related training classes, and to ensure personal and coworker safety on the job.
  - a. Persons with hearing or speech impairments may contact RelayAlaska at their TDD/TTY number, 800-770-8973, and they will assist you in contacting the training center.
- H. Legal employable status in the United States of America.

**Documentation that must be submitted with your application (APPLICATIONS WITHOUT THE REQUIRED DOCUMENTATION WILL NOT BE ACCEPTED):**

1. Copy of Alaska driver's license
2. Copy of social security card
3. Proof of Alaska residency (permanent fund receipt, hunting/fishing license, pay stubs, etc.)
4. Copy of high school diploma/GED & transcripts
5. Copy of DD-214, if applicable

## SELECTION PROCEDURES

The success of an organization depends on the quality of its employees, i.e., the personal characteristics and natural abilities they possess, as well as experience and/or training they have acquired. Since the purpose of this apprenticeship system is to provide the contractors we serve with high quality employees, our selection procedure is designed to select only people who possess the following personal characteristics and attributes:

- **GOOD HEALTH** - in good physical condition w/endurance and agility.
- **INTEGRITY** - honest and trustworthy.
- **DEPENDABLE** - prompt, attentive, and responds to authority.
- **HIGH MOTIVATION** - productive w/strong desire to reach full potential.
- **GOOD SPATIAL APTITUDE** - ability to visualize the way shapes and sizes fit together in a chronological order.
- **MANUAL DEXTERITY** - good hand/eye coordination and ability to learn to use carpenter tools efficiently.

We accept applications year round and enroll only the number we have job opportunities for. Our Selection Committee attempts to select the people who are best suited for this **very demanding program**.

## RELATED AND ON THE JOB TRAINING

We provide two distinct types of training:

### 1. **Related Training**

- Once accepted into the program, classes will be held at the Training Center at 8751 King Street in Anchorage. This will consist of approximately 30% classroom and 70% manipulative work (working with tools and materials of the trade).
- Yearly Hour Requirements:

<b>Carpenter</b>			<b>Piledriver/Millwright</b>		
1st Year	240 hours	(6 weeks)	1st Year	160 hours	(4 weeks)
2nd Year	240 hours	(6 weeks)	2nd Year	160 hours	(4 weeks)
3rd Year	240 hours	(6 weeks)	3rd Year	160 hours	(4 weeks)
4th Year	240 hours	(6 weeks)	4th Year	160 hours	(4 weeks)
<b>TOTAL</b>	<b>960 Hours</b>	<b>(24 weeks)</b>	<b>TOTAL</b>	<b>640 Hours</b>	<b>(16 weeks)</b>

### 2. **On the Job Training**

- Apprentices are employed as productive workers in accordance with the Collective Bargaining Agreement as jobs are available with Union Contractors.
- O.J.T. Hours Required: TOTAL 6,040 hours (Carpenters/Millwrights/Scaffold Erectors) and 4,560 (Piledrivers and Divers)

The starting wage for an apprentice is 60% of Journeyman scale. Apprentices receive an increase in wages every 875-1,300 hours.

## TERM of APPRENTICESHIP

The term of apprenticeship shall not be less than 7,000 hours (Carpenters, Millwrights, and Scaffold Erectors)/5,200 hours (Piledrivers and Divers) of reasonably continuous employment.

## APPRENTICE WAGES and WAGE PROGRESSION

Apprentices shall be paid based upon the following percentages of the journeyman wage rate:

<b>Carpenter/Millwright</b>						<b>Piledriver/Diver</b>		
1 <sup>st</sup> Period	1 - 875	60%	5 <sup>th</sup> Period	3,501 – 4,375	80%	1 <sup>st</sup> Period	1 – 1,300	60%
2 <sup>nd</sup> Period	876 – 1,750	65%	6 <sup>th</sup> Period	4,376 – 5,250	85%	2 <sup>nd</sup> Period	1,301 – 2,600	70%
3 <sup>rd</sup> Period	1,751 – 2,625	70%	7 <sup>th</sup> Period	5,251 – 6,125	90%	3 <sup>rd</sup> Period	2,601 – 3,900	80%
4 <sup>th</sup> Period	2,626 – 3,500	75%	8 <sup>th</sup> Period	6,126 – 7,000	95%	4 <sup>th</sup> Period	3,901 – 5,200	90%

### **RATIO OF APPRENTICES**

One apprentice may be employed after three (3) journeymen are on the job, but in no case shall there be less than one (1) apprentice out of every five (5) craft workers on the job when apprentices are available.

### **WORK PROCESSES**

During the term of apprenticeship, the apprentice shall receive such instruction and experience as is necessary to develop a practical and skilled craft worker, thoroughly versed in the theory and practice of the trade. The apprentice will follow the schedule of work processes outlined below:

#### **CARPENTER**

A. Building layout; concrete footing and foundation forms	840
B. Concrete wall forms	660
C. Framing and heavy timber construction	960
D. Roof framing	300
E. Concrete columns and beam forms	360
F. Pre-cast concrete forms	360
G. Suspended slab forms	360
H. Scaffolds	260
I. Metal partitions	840
J. Sheet rock	440
K. Stairs	240
L. Suspended ceilings	380
M. Exterior trim	300
N. Interior trim	520
O. General work (handling and stacking material; cleanup)	180
<b>TOTAL HOURS</b>	<b><u>7,000</u></b>

#### **PILEDRIVER**

A. General Knowledge (safety, tools, hazardous materials)	500
B. Framework for foundations & footings	1,500
C. Basic timber work	150
D. Oxygen/Acetylene Cutting & Fitting	150
E. Piledriving	1,400
F. Rigging	100
G. Arc Welding	500
H. Drill Shaft & Tieback Systems	500
I. Crane Signaling & Safety	100
J. Setting Preset Concrete	100
K. Girders & Framework	100
L. Scaffolding & Staging	100
<b>TOTAL HOURS</b>	<b><u>5,200</u></b>

### **COST**

Once accepted into the program, on the first day of class apprentices will be expected to pay for books and to join the Union; however, grant funds may be available (for books and tools) to those who qualify, through the Department of Labor. These costs are as follows:

**Books** - \$300.00 (approximate cost, due first day of class)

**Union** - \$81.00 (approximate cost, due first day of class)

**Hand Tools** - \$725.00 and up (Must have primary tools by end of first year class)

### **GENERAL INFORMATION**

Between classes each year, apprentices work on Union construction job sites as jobs are available. We do not guarantee you a job. When apprentices are on a job and it is time come in for the next related training class, apprentices are required to quit the job (the employers know this). Apprentices are required to join the local union (apprentices will join on the first day of class). Apprentices cannot work on any Union jobs or attend classes unless they are a Union member. There is no tuition for training; however, each year when in class, students can draw unemployment if you would be eligible under normal circumstances to draw it. Also, if a Veteran, the school is V.A. approved. Check with the V.A. office to see if educational benefits are available, such as the GI Bill. When begin working for a Union Contractor, Pension and Health & Welfare benefits will begin, paid as part of the wage package by the employer. No benefits are paid on classroom hours.



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**Fairbanks:** 6 Timberland Dr • Fairbanks, AK 99701 • Phone: (907)452-4626 • Email: coordinator@ubctrainingak.net

## APPLICATION FOR APPRENTICESHIP

Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

Trade(s) applying for:  Carpenter  Industrial Scaffold  Piledriver/Diver  Millwright

Name: \_\_\_\_\_

(LAST FIRST MI)

Social security number: \_\_\_\_\_ Are you at least 18 years of age?  Yes  No

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

AK resident?  Yes  No If yes, how long? \_\_\_\_\_ AK driver's license?  Yes  No #: \_\_\_\_\_

Are you able to get to and from various job sites anywhere in the State, which this program covers?  Yes  No

Are you a Veteran?  Yes  No Branch of service: \_\_\_\_\_ Length of service: \_\_\_\_\_

Do you have a high school diploma or G.E.D.?  Yes  No

Are you able to obtain a security clearance (i.e.; base access, TWIC card, etc.)?  Yes  No

Do you have the legal right to work in the United State of America?  Yes  No

Do you have college experience?  Yes  No Length of college experience (years):  1  2  3  4

Degree/Major(s): \_\_\_\_\_

Have you attended apprenticeship, Job Corps, trade school, vocational college, or another trade program?  Yes  No

Name and location of school(s): \_\_\_\_\_

Course(s)/trade studied: \_\_\_\_\_

Did you complete the program?  Yes  No Number of weeks/months/years completed: \_\_\_\_\_

Have you ever been expelled from an apprenticeship program?  Yes  No

If yes, what program and why? \_\_\_\_\_

Are/have you ever been a member of the United Brotherhood of Carpenters (UBC)?  Yes  No

Do you currently work for a signatory contractor?  Yes  No If yes, who? \_\_\_\_\_

Work in the trades requires hard physical labor, repetitively lifting over 50 pounds, working in confined spaces, remote sites, climbing, working at heights, long hours, and frequent exposure to the elements. Are you physically and mentally able to learn and safely perform the work of this trade, either with or without reasonable accommodation?  Yes  No

Are you able and willing to attend all related classroom instruction as required to complete your apprenticeship, a minimum 4-year commitment?  Yes  No

Briefly describe the work you think is involved in this trade: \_\_\_\_\_  
\_\_\_\_\_

Why are you interested in applying for this apprenticeship? \_\_\_\_\_  
\_\_\_\_\_

List any trade skills, knowledge, certifications, etc., that you may have related to this/these trades: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** (List most recent to oldest)

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Contact person & phone: \_\_\_\_\_

Work/duties performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Contact person & phone: \_\_\_\_\_

Work/duties performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Contact person & phone: \_\_\_\_\_

Work/duties performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Completeness and accuracy of information: I certify that all of the statements and information given now or hereafter given by me, in support of my application for apprenticeship, is true and complete to the best of my knowledge. I understand that any false or misleading information will disqualify me from consideration for apprenticeship or subject me to immediate dismissal from the apprenticeship program at any time throughout my apprenticeship.

Authorization and release of information: I authorize Alaska Carpenters Training Trust to verify any of the information given, during the application process, with appropriate individuals, companies, organizations, or agencies and I authorize them to release such information as required, including my prior disciplinary record and drug test results, without any obligation to give me written notice of disclosure. I hereby release the Alaska Carpenters Training Trust from any liability whatsoever as a result of such inquiries and disclosures. A photocopy of or other electronic reproduction of this authorization is binding and may be relied upon.

I acknowledge that I have read, understood, and accept the above statement in its entirety, and have had the opportunity to ask questions regarding any aspect of this application and that I accept the above terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPRENTICESHIP APPLICATION EEOC SUPPLEMENTAL INFORMATION FORM

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The Alaska Carpenters Training Trust is committed to equal opportunity for all applicants. The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, or age – except the applicant must be 18 years of age. We respectfully request that you return this form along with your completed application form for apprenticeship.

**\*\* PLEASE COMPLETE THE FOLLOWING \*\***

The information, voluntarily provided below, is simply for equal employment opportunity commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

Name: \_\_\_\_\_

Social security number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Male

Female

**Race/National Origin:**

- American Indian or Alaska Native
- Asian or Pacific Islander
- African American
- Caucasian
- Hispanic/Latino

**How did you hear about our program?**

- Union member/Business rep
- Word of mouth
- Newspaper
- Television
- Radio
- Career Day/Job Fair
- Posted Announcement
- Guidance Counselor
- Internet: \_\_\_\_\_
- Other: \_\_\_\_\_