



Qualifications Sheet



INSIDE WIREMAN APPRENTICESHIP: This is a 5-year apprenticeship program including a minimum of 180 hours of related instruction per year and a minimum of 8,000 hours of on-the-job training. While the Outside Lineman works on the distribution network, bringing power from sources of generation to the customers, the Inside Wireman's job is to distribute and connect the customer's electrical equipment to that power source. The Inside Wireman installs and maintains all of the various types of electrical systems found in commercial and industrial facilities.

Read more at njatc.org/training/apprenticeship



TELECOMMUNICATIONS APPRENTICESHIP: This is a 3-year apprenticeship program including a minimum of 180 hours related instruction per year and a minimum of 4,800 hours of on-the-job training for the 3 years. While the Inside Wireman is installing the conduit and power feeders on a project, the Installer Technician is working beside the Wireman, installing the network of low voltage cabling that is used for video, voice and data or other low voltage signaling.

Read more at njatc.org/training/apprenticeship

FEES AND APPLICATION SUBMISSION

- There is a \$45.00 non-refundable processing fee. We accept check, money order, Visa and MasterCard. **NO CASH ACCEPTED.**

Applications may be made in person at the AEJATC office Monday through Thursday, 8:00am to 3:00pm and Friday 8:00am to 2:00pm.

Applications are also available online at ElectricalTrainingCenter.org. IMPORTANT! No application will be processed until the \$45.00 processing fee has been received. When returning applications to our office by mail, you should include payment by check or money order.

For application deadlines, postmarks are not considered. Applications are considered valid on the date the AEJATC office receives the completed application along with payment of the processing fee. The AEJATC cannot be held responsible for errors made by the postal service.

DEADLINES FOR APPLICATION

An application is only valid for the Selection Period in which it is submitted. There are two Selection Periods each year:

1. May 16 - *October 15 for Apprenticeship starting in January
2. October 16 - *May 15 for Apprenticeship starting in July

* When October 15 or May 15 fall on a weekend, the deadline will be extended to the following Monday

DOCUMENTATION REQUIRED

The following is a list of the items required to make an application complete (also see cutoff dates):

- A. Birth Certificate: you must be at least 17 years of age to apply and 18 to begin the program.
- B. An authenticated high school diploma or two year associate degree or higher, or GED.
- C. DD-214 Long Form. (This requirement is for veterans only).
- D. Valid Driver's License and dependable transportation. Applicants must be able to report to work anywhere in the jurisdiction of the committee. (see below).
- E. Proof of residence: you must show evidence of being a resident of the area under jurisdiction of this committee. **This area includes the following counties in Georgia:** Banks, Barrow, Bartow, Butts, Carroll, Chattahoochee, Chattooga, Cherokee, Clarke, Clay, Clayton, Cobb, Coweta, Dawson, DeKalb, Douglas, Elbert, Fayette, Floyd, Forsyth, Fulton, Gwinnett, Habersham, Hall, Haralson, Harris, Heard, Henry, Jackson, Lumpkin, Madison, Marion, Meriwether, Morgan, Muscogee, Newton, Oconee, Oglethorpe, Paulding, Pickens, Pike, Polk, Quitman, Rockdale, Schley, Spalding, Stewart, Talbot, Taylor, Towns, Troup, Union, Walton, Webster and White; **and the following counties in Alabama:** Barbour, Chambers, Henry, Lee, Russell.
 - a. The following items may be used as proof of residence:
 - i. Mortgage Statement/Warranty Deed
 - ii. Last Year's W-2 Form
 - iii. Voter Registration Card
 - iv. Pay check stub (including name and address)
 - v. Lease Agreement
 - b. Bills and other mail **may not** be used as proof of residence.
- F. Qualifying score on the trade specific aptitude test. (you will be scheduled for your aptitude test by the Training Center and notified of your test date)

CONTROLLED SUBSTANCE: COMMITTEE POLICY

If use of drugs is determined from laboratory work, the applicant (if employed by one of our contractors), will be terminated and all parties will be notified. The application will become null and void.

If arrested and convicted of drug use, possession and/or selling of controlled substances while application is being considered, the application will become null and void.

EQUAL OPPORTUNITY STANDARD

Any applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex or age (except the applicant must meet the minimum age requirement as specified in the standards) with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard. Complaints may be registered with the JATC, the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), the Registration Agency if other than the BAT or the Equal Employment Opportunity Commission (EEOC).

This written complaint procedure with names and addresses of the organizations to which complaints may be filed, must be provided to all applicants and apprentices.

CRIMINAL BACKGROUND CHECK: COMMITTEE POLICY

The AEJATC reserves the right to conduct background checks for felony convictions (as listed below) on selected applicants when necessary. This is done to ensure that individuals who join the apprenticeship program are well qualified, have a strong potential to be productive and successful, comply with their positions of trust, and have honestly presented their background and qualifications as outlined in the application materials. If the applicant does not complete the appropriate release form, or if the results of the investigation are unsatisfactory, an official offer shall not be extended.

CONVICTIONS OF ANY OF THE FOLLOWING CRIMINAL FELONIES WILL BE CONSIDERED GOOD CAUSE FOR DENIAL OF ADMISSION TO THE APPRENTICESHIP PROGRAM:

1. Felonies involving crimes of moral turpitude;
2. Extortion;
3. Violent Felonies to include, but not limited to:
 - Murder
 - Assault with intent to murder
 - Aggravated assault
 - Rape or aggravated sexual abuse or assault
 - Kidnapping or hostage taking
 - Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon
 - Felony involving a threat
4. Felony involving:
 - Willful destruction of property
 - Importation or manufacture of a controlled substance
 - Burglary
 - Theft
 - Dishonesty, fraud, or misrepresentation
 - Possession or distribution of stolen property
 - Bribery
 - Illegal possession of a controlled substance punishable by a maximum imprisonment of more than one (1) Year
5. Conspiracy to commit any of the aforementioned felonies

If the background investigation was used as a basis for an adverse employment decision (selection, disqualification, etc), the applicant will be notified in writing and be allowed to view the investigation report. The AEJATC provides this service to the applicant.

In certain critical or hard-to-fill positions, offers may be extended to applicants on a conditional basis before the investigation process is finished. Applicants with an adverse background or criminal records check will be terminated immediately upon receipt of the official results.

QUALIFICATIONS STATEMENT OF UNDERSTANDING

I have read, and understand the basic requirements for application to the Electrical Training Center’s apprenticeship program and the equal opportunity standard and agree.

Applicant Signature: _____ Date: _____

(FOR TRAINING CENTER OFFICE USE ONLY)

Application Number: _____