



New York State Department of Labor

### Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor Code 78007

Trade Code 17-072

Geneva Electrical JATC Local 840, located at

(Sponsor)

1401 Routes 5 and 20, Geneva, New York 14456

(Address)

is presently accepting applications for an estimated 8 apprentice training positions in

(No. of Openings)

the occupation of Electrician

(Trade)

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

#### Minimum Qualifications

Minimum Age: 18 years

Minimum Education: High School Diploma or High School Equivalency Diploma (such as TASC or GED). Must have one year of algebra with passing grade. Proof of education required after selection & prior to indenture.

Physical Condition: Be physically able to perform the work required as determined by

Must pass a physical examination & drug test, at the expense of the JATC, after selection and prior to indenture. Must be physically able to climb & work off of scaffolds, ladders, poles, & towers of various heights. Must be able to crawl and work in confined spaces such as attics and manholes.

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other:

Must take and pass the NJATC Electrical Aptitude Test developed and validated by American Institute for Research. Must obtain a score of "four" or higher. Must be able to read and understand English, and hear and understand verbal instructions and warnings given in English. Must be willing & able to attend all classroom training as required to complete apprenticeship.

Other:

Must possess a valid NYS Driver's License; may be required to drive a company vehicle. Must have reliable transportation to and from work and Related Instruction. Apprentices must furnish their own hand tools as appropriate for the trade. Estimated cost of hand tools is approximately \$300 by the end of the program.

Other:

Applicants must pay a \$10 testing fee at time of application. You may request that this fee be waived. Fee waivers will be approved upon showing verifiable proof of financial need.

Application Forms May be Obtained From:

Dates: From: 10/10/18 To: 09/11/19

Name: IBEW Local 840

Days: Second Wednesday of each month

Address: 1401 Routes 5 & 29, Geneva, NY 14456

Times: 9am-11:30am and 1pm-3:30pm

Phone Number: (315) 789 - 3330

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

Special Instructions:

All Applications Must be (please check)  Received  Postmarked no Later Than: \_\_\_\_\_

## Instructions

### Purpose

To provide apprentice training program sponsors with a form to state the minimum qualifications for a recruitment.

### Preparation

One copy is prepared by the sponsor in consultation with the Apprentice Training Representative (ATR).

### Entries

**Sponsor** – Enter the name of the sponsor as it appears on the AT 10, Apprentice Training Program Registration Agreement.

**Address** – Enter the address of the sponsor as it appears on the AT 10.

**No. Openings** - Enter the number of apprentices the sponsor expects to hire as a result of this recruitment. If this is a new program or Affirmative Action Plan (AAP) renewal with no recruitment taking place, enter "0".

**Trade** – Enter the name of the trade as it appears on the AT 10.

**Minimum Age** – Enter the minimum age required for applicants. Generally this is 17 or 18 years of age. NOTE: By law apprentices must be at least 16 years of age.

**Minimum Education** – Enter the minimum number of years of education required for applicants and any special courses that may be required. If there are no minimum requirements, enter "none".

**Physical Condition** – Enter the method to be used to determine the applicant's ability to perform the job, e.g., medical after selection, notarized affidavit. If there is no specific requirement, enter "N/A".

**Other** – Enter any other minimum qualifications that may exist, e.g. residency requirements, transportation availability, and current employee of sponsor.

**Application Forms May be Obtained From** – Enter the name and address where applications will be available during the recruitment period. This address must be a physical location and not a post office box.

**Dates** – Enter the dates of the recruitment period, e.g., 1/23/15 to 2/17/15. The "Special Instructions" field can be used to accommodate multiple recruitment dates.

**Days** – Enter the days applications will be available during the recruitment period, e.g., Mon. – Fri., "the first Tues. of each month."

**Times** – Enter the times during the recruitment period when applications will available, e.g., 8:00a.m. to noon.

**Special Instructions** – Enter any special instructions that may apply to this recruitment, e.g., Applications not available on 2/15/15, Washington's Birthday; all applications must be filled out on the premises.

**All Applications Must be Received or Postmarked no Later Than** – Enter the last date applications will be accepted.



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(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other:

Must reside within the geographic jurisdiction of Local Union #840. This includes the following:

In Ontario County-the townships of Canandaigua, Farmington, Geneva, Gorham, Hopewell, Manchester, Phelps, and Seneca.

Other:

In Seneca County-all the townships except Covert and Lodi.

In Wayne County-The townships of Arcadia, Galen, Lyons, and Savannah.

Other:

In Yates County-All the townships

In Cayuga County-All townships except Genoa, Ira, Sterling, Victory, Locke, Sempronius, and Summerhill.

In Onondaga County-The townships of Elbridge and Skaneateles.

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