



Application Procedures

1. Applicants may apply for the employment and training program Monday through Friday 8:30 AM to 4 PM during the designated application period. Applications will not be available after 4 PM.
2. Applicants must provide two valid forms of identification prior to receiving an application. Valid forms of identification include a drivers' license, passport, social security card or voter registration card.
3. Applicants must pay a \$25 non-refundable application fee before receiving an application. Cash, money order, personal check or credit cards are acceptable forms of payment. Credit card payments will include a 3% surcharge.
4. Upon providing two valid forms of identification and paying the application fee, the applicant will be provided an Employment and Training Application packet to include the application, substance abuse policy, drug screen consent form and testing consent form. The application and all forms must be completed at the time they are received by the applicant.
5. Once the application and all forms in the Employment and Training packet have been completed, the applicant will be asked to sit for the required mathematics exam at that time. The applicant will have one-hour to complete the exam.
6. At the end of the exam, the applicant will submit the exam to the WTCABC Ed. Trust staff and be provided with a drug screen packet. That packet will include a drug screen form and directions to Fortier Loss Control where the drug screen will be conducted. The applicant will have 48 hours to arrive at Fortier Loss Control and be screened for illegal drugs. The applicant must provide Fortier Loss Control the same two forms of identification as provided at the time of application at the WTCABC Ed. Trust office.
7. Within 10 business days from the date of the application, the applicant will be notified by the WTCABC Ed. Trust whether or not the applicant will be included in the eligibility pool. Inclusion in the pool requires the applicant to complete in total the employment application, pass the drug screen and meet the minimum score on the math examination. The applicant will also be notified about the number of available slots for employment and training to be filled. Entrance to the pool, does not guarantee a spot in the training program or employment with a contractor. Acceptance in the pool means an applicant is eligible to be selected for available employment and training.
8. From the eligibility pool, members of the WTCABC Ed. Trust Board, who also serve as the Apprenticeship and Training Committee, will rank the eligible applicants. Applicants will be ranked based on past work history with preference given to those with construction experience, percentage of correct answers on the math exam and overall quality of the application. Once ranked, the applicants will be referred in rank order to participating contractors for sponsorship in the training program. WTCABC Ed. Trust staff will contact contractors in rotating order inquiring whether or not that contractor has an opening for the trainee. If a contractor agrees to interview the trainee, the trainee will be notified and must contact the contractor to schedule an interview. Employment of the trainee will be at the sole discretion of the interviewing contractor. The trainee will be required to adhere to the hiring policies of the interviewing contractor. However, the trainee must have a sponsoring employer to be accepted into the training program.
9. Those eligible applicants not accepted into the program will remain in the pool for 90 days for the possibility of future employment. Applications of those not accepted into the training program will be available for review, once all available slots in the training program have been filled.
10. If hired by the interviewing contractor, the contractor should complete the Employment Agreement form and return it to WTCABC Ed. Trust as notice of the intent of the contractor to hire the trainee and train the trainee with WTCABC Ed. Trust. If the contractor does not hire the trainee, then the contractor may notify the WTCABC Ed. Trust by telephone, fax or e-mail at his earliest convenience so that the trainee may be placed back in the rotation for possible sponsorship with another contractor.
11. Once hired, the trainee will begin work with the contractor as directed by the contractor. The trainee and the contractor will then be notified as to the starting date and time for classroom training to begin and provided with the rules and procedures pertaining to the course.
12. Prior to beginning classes, the contractor must pay the tuition for the trainee. If the trainee is terminated prior to or within the first two weeks of the class, the contractor will be entitled to a refund by the WTCABC Ed. Trust of 75% of the tuition paid. If termination occurs after the two week period, there will be no refund.
13. In the event the trainee is terminated by the sponsoring contractor, the trainee will be placed back in the rotation of trainees and efforts will be made to place that trainee with another participating employer. However, the trainee must have a sponsoring employer to continue with the training.