

**Piping Industry Training Center  
Mechanical Equipment Services Application  
7560 Caple Blvd.  
Northwood, OH 43619**

**Apprentice Form**

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**Qualifications Necessary for an Applicant to be considered:**

1. Must be at least 18 years of age.
2. Complete this application form and return along with the following:
  - a) Copy of the State CERTIFICATE OF LIVE BIRTH
  - b) Copy of High School Transcript of Grades or GED Certificate and official report of test results
  - c) Copy of Social Security Card
  - d) Driver's License
  - e) Military transfer or discharge form DD-214, if applicable
  - f) \$10 Non-refundable Application Fee
3. Successfully complete an aptitude test when scheduled.
4. Appear for interview when notified.

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**If you are accepted for a Probationary Apprentice, you will be required to:**

1. Serve as a Probationary Apprentice for a period of one (1) year and 1700 work hours.
2. Serve a 5-year apprenticeship which includes the probationary period.
3. Report to work on a regular basis.
4. Provide your own transportation to and from the job site.
5. Work under the direction of a Journeyman on the job site and perform job duties satisfactorily.
6. Attend related training classes regularly and maintain an acceptable average in those classes.
8. Abide by all Rules and Regulations of the Joint Apprenticeship Training Committee.

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**I, the undersigned, have read, understand, and agree to abide by the above.**

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**Applicants Signature**

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**Date**

Prepared by the International Pipe Trades Joint Training Committee for use with the Selection Procedures approved by the Bureau of Apprenticeship and Training U.S Department of Labor.

Referred By: \_\_\_\_\_  
How did you hear about our Training Program?

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Name of Applicant:

\_\_\_\_\_

Last

First

Middle

Mailing Address:

\_\_\_\_\_

Number & Street

City

State

Zipcode

County

Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Veteran: Y\_\_\_\_ N\_\_\_\_

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

Branch of Service: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Length of Service: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

Height: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

Weight: \_\_\_\_\_

Please Select:  American Indian or Alaskan Native  
 Black  
 Hispanic  
 Asian or Pacific Islander  
 White  
 Other

Currently Employed: Y\_\_\_\_ N\_\_\_\_

Work Experience: Give Jobs in order starting with present:

Employer	City	Type of Work	To-From	Reason for Leaving

High School Graduate: Y\_\_\_\_ N\_\_\_\_

GED: Y\_\_\_\_ N\_\_\_\_

Name/Address of High School: \_\_\_\_\_

Additional Education: \_\_\_\_\_

I agree that any false or misleading information submitted by me will be grounds for disqualification of this application.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

## Pipefitter & Steamfitter Apprenticeship Questionnaire Demographics

**\*1. Please enter the date you filled out this questionnaire:**

	MM		DD		YYYY
Date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

**\*2. Please identify yourself:**

Name:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
Country:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

**Pipefitter & Steamfitter Apprenticeship Questionnaire**  
**Work Schedule**

**\*3. How willing are you to...**

	<b>Would do it and enjoy it</b>	<b>Would do it</b>	<b>Would do it, but not like it</b>	<b>Would not want to do it</b>	<b>Would not do it</b>
<b>Work weekdays?</b>					
<b>Work evenings or nights?</b>					
<b>Work during the day and go to classes evenings?</b>					
<b>Work weekends?</b>					
<b>Work holidays?</b>					
<b>Work overtime?</b>					
<b>Commit to being on time, every time?</b>					

**Write any comments you may wish to make here:**

**Pipefitter & Steamfitter Apprenticeship Questionnaire**  
**Job Essentials**

**\*4. How willing are you to...**

	<b>Would do it and enjoy it</b>	<b>Would do it</b>	<b>Would do it, but not like it</b>	<b>Would not want to do it</b>	<b>Would not do it</b>
<b>Work cooperatively with others?</b>					
<b>Pay attention to details and accuracy?</b>					
<b>Meet daily performance goals?</b>					
<b>Do what your supervisor asks you to do?</b>					
<b>Wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, hard hats, or life jackets?</b>					
<b>Go to different places to work every day?</b>					
<b>Get up early and drive long distances to work?</b>					
<b>Work out-of-town when necessary?</b>					

**Write any comments you may wish to make here:**

**Pipefitter & Steamfitter Apprenticeship Questionnaire**  
**Working Conditions**

**\*5. How willing are you to...**

	<b>Would do it and enjoy it</b>	<b>Would do it</b>	<b>Would do it, but not like it</b>	<b>Would not want to do it</b>	<b>Would not do it</b>
<b>Work around sounds or noise levels that are distracting or uncomfortable?</b>					
<b>Work outdoors when it is either very hot or cold?</b>					
<b>Do physically difficult, hard and tiring work?</b>					
<b>Work in hazardous, dangerous situations?</b>					
<b>Put in the time and effort it takes to be a first-class professional?</b>					
<b>Work in high (off the ground), elevated places?</b>					
<b>Be a union member?</b>					
<b>Take the time and make the effort to complete a five-year apprenticeship?</b>					
<b>Put up with periods of unemployment?</b>					
<b>Put up with seasonal "ups and downs?"</b>					

**Write any comments you may wish to make here:**



**Pipefitter & Steamfitter Apprenticeship Questionnaire**  
**Work Activities**

\*7. How willing are you to...

	Would do it and enjoy it	Would do it	Would do it, but not like it	Would not want to do it	Would not do it
*Handle and move objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things?					
*Communicate with supervisors, peers, or subordinates - providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person?					
*Control machines and processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles)?					
*Perform general physical activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials?					
*Inspect equipment, structures, or material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects?					
*Get information - Observing, receiving, and otherwise obtaining information from all relevant sources?					
*Repair and maintain mechanical equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles?					
*Make decisions and solving problems - Analyzing information and evaluating results to choose the best solution and solve problems?					
*Organize, plan and prioritize work - Developing specific goals and plans to prioritize, organize, and accomplish your work?					
*Operate vehicles, mechanized devices, or equipment - Running, maneuvering, navigating, or driving vehicles, or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft?					

Write any comments you may wish to make here:



## **Notice of Substance Abuse Policy To Applicants**

In accordance with the Piping Industry Training Center's Substance Abuse Policy and Procedure, all applicants who are extended a conditional offer for employment will be required to take and successfully complete a screening for substance abuse before beginning work.

Our substance abuse screening program is comprehensive and consists of two parts. The first part is a short questionnaire administered by a Designated Apprenticeship Representative that all applicants who receive a conditional offer for employment are required to complete. Second, a certain portion of our prospective new apprentices will also be asked to complete a physical evidence test. In this case, a urinalysis screen will be required.

An applicant who does not complete or successfully pass the physical screening required to start employment will forfeit his/her position in the apprenticeship program and will be dropped from any further active consideration.

In the event an applicant is placed on a job in advance of his/her scheduled substance abuse screening, the same rules and provisions as set forth in the substance abuse policy and screening shall apply equally in terms of the need to successfully complete a substance abuse screening.

I hereby acknowledge that I have read, understand, and accept the conditions of the Substance Abuse Policy and Procedure.

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Signature of Applicant

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Printed Name

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Date



## Notice To Applicants

The following steps must be followed in order to keep your application for the apprenticeship program valid:

1. You must return all required documents within 10 business days from the date of application.
2. You are responsible for notifying the Training Center of any address or telephone number changes made after original application is made.
3. You must be present for the Mechanical Aptitude and Psychological Test at the date and time assigned to you.
4. You must be present for the Oral Interview at the date and time assigned to you, if you are deemed eligible for an interview.
5. Those selected for the Eligibility List must be present for Orientation at the date and time assigned.

**Any absence will cancel your conditional offer of employment.**

Please note: All correspondence from the Piping Industry Training Center will be by mail. It is your responsibility to obtain said mail. The Training Center will not contact you any other way.

I have read and understand the steps to keep my application current with the Piping Industry Training Center.

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Signature of Applicant

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Printed Name

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Date



## **Mechanical Equipment Services Acknowledgement Waiver**

In accordance with the Heating/Air Conditioning, Mechanical Equipment Services Apprenticeship Standards, all applicants who are extended a conditional offer for employment must adhere to the requirements as stated:

- 1. Possess a current valid Driver's License**
- 2. Have no more than three (3) moving violations in the past 3 years.**
- 3. No DUI/DWI or reckless operation convictions within the past 3 years.**

An applicant who does not possess or qualify by these standards required to start employment will forfeit his/her position in the apprenticeship program and will be eliminated from any further active consideration.

I hereby acknowledge that I have read, understood, and accept the conditions of the Driver's License Standards.

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Signature of Applicant

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Printed Name

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Date