

**Plumbers, Pipe Fitters and Mechanical Equipment Service  
Joint Apprenticeship Training Committee**

United Association Local Union 392 – Mechanical Contractors Association of Cincinnati-  
Greater Cincinnati Plumbing Contractors Association

1300 Century Circle North – Cincinnati, Ohio 45246 Matt Taylor, Training Coordinator (513) 671-5282

**IMPORTANT INSTRUCTIONS - READ CAREFULLY**

To successfully complete the entire application process, you must follow **ALL OF THE STEPS** below, keep all appointments and meet all deadline dates. Failure to comply with **ALL OF THE STEPS** will disqualify your application.

**An applicant must be at least 18 years of age.**

**STEP 1. Return the completed application with the following information.**

- 1) A copy of your valid state issued Driver's License
- 2) **If applying for MES**, you must provide Motor Vehicle Report from the license bureau. (Must show any violations and points. No more than 4 points.)
- 3) A copy of your birth certificate.
- 4) A copy of your High School Diploma, GED Certificate with test scores, or proof pending graduation from high school.
- 5) Official grade transcript from your high school. (**Original**) In a sealed envelope **unopened**. Must have 2.0 GPA.
- 6) A copy of Military Transfer or Discharge Form DD-214, page 4, if applicable.
- 7) An application fee of \$ 35.00 (non-refundable) **payable to the J.A.T.C.** We accept **Money order, certified check or credit card** (a service fee of 3% applies to all credit card payments)  
**No cash or personal checks will be accepted.**
- 8) Bring all documents and filled out application IN-PERSON with a valid ID to:

Local 392 Training Center  
1300 Century Circle North  
Cincinnati, OH 45246

**STEP 2. An appointment to take an aptitude test.**

- 1) When your completed application is reviewed, you will be given a scheduled date and time to take the test at Local 392 Training Center – 1300 Century Circle North – Cincinnati, OH 45246

**STEP 3. An appointment for a personal interview with the Joint Apprenticeship Training Committee.**

- 1) If you successfully meet the minimum required test score, you will be given a date and time for your personal interview with the J.A.T.C.

**STEP 4. You will be required to successfully pass a drug and chemical-screening test to be eligible for employment.**

- 1) Failure to successfully pass the drug and chemical-screening test will immediately terminate your application.

**Failure to complete the above steps will disqualify your application**

I, the undersigned, have read the above application instructions and fully understand that I must follow all the steps to be considered for apprenticeship.

\_\_\_\_\_  
Print Applicant's Full Name

\_\_\_\_\_  
Last Four of Social Security Number

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Today's Date

**OFFICE COPY**

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**QUALIFICATIONS NECESSARY FOR AN APPLICANT TO BE CONSIDERED FOR A PROBATIONARY  
PIPE TRADES APPRENTICESHIP**

1. Must be at least 18 years of age.
2. Complete this entire application. Application must contain the following:
  - a. A copy of your valid state issued Drivers License
  - b. *If applying for MES* you must provide Motor Vehicle Report from the license bureau. (Must show any violations and points. No more than 4 points.)
  - c. A copy of your birth certificate.
  - d. A copy of your High School Diploma, GED Certificate with test scores, or proof pending graduation from high school.
  - e. Official grade transcript from your high school. (Original) In a sealed envelope unopened. Must have 2.0 GPA.
  - f. A copy of Military Transfer or Discharge Form DD-214, page 4, if applicable.
  - g. An application fee of \$ 35.00 (non-refundable) payable to the J.A.T.C. We accept Money order, certified check or credit card (a service fee of 3% applies to all credit card payments) No Cash or Personal Checks will be accepted.
  - h. Bring all documents and filled out application IN-PERSON with a valid ID to:

Local 392 Training Center  
1300 Century Circle North  
Cincinnati, OH 45246

3. Successfully complete an aptitude test.
  - a. When your completed application has been reviewed, you will be given a scheduled date and time to take the test at Local 392 Training Center - 1300 Century Circle North - Cincinnati, OH 45246
4. If you successfully meet the minimum required test score, you will be given a date and time for your personal interview with the J.A.T.C.

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**IF YOU ARE ACCEPTED FOR A PROBATIONARY APPRENTICESHIP, YOU WILL BE REQUIRED TO:**

1. Serve as a probationary apprentice for a period of 1 year (1700-2000 hours of on-the-job training);
2. Serve a 5-year apprenticeship including the probationary period (8500-10,000 hours of on-the-job training);
3. Report for work on a regular basis.
4. Have reliable 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.
7. Purchase materials for use in related training classes as required.
8. Abide by all rules and regulations of the Joint Apprenticeship Training Committee.
9. Successfully passed a drug and chemical-screening test.

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**RANKING LIST POLICY**

Your name will remain on the current Ranking List for two (2) years based on your interview date.

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

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(APPLICANT'S SIGNATURE)

TODAY'S DATE

1. Complete Name of Applicant \_\_\_\_\_  
Last First Middle

2. Address \_\_\_\_\_  
Street City and State Zip Code County

3. Social Security Number \_\_\_\_\_ 4. Telephone Number (\_\_\_\_) \_\_\_\_\_

Cell Phone Number (\_\_\_\_) \_\_\_\_\_

5. Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

6. Email \_\_\_\_\_

7.  Asian  African American or Black  White  
 Hispanic  Other \_\_\_\_\_

8. Date of Birth \_\_\_\_\_

9. Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_ Branch of Service \_\_\_\_\_

Date Entered \_\_\_\_\_ Date Discharge \_\_\_\_\_

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

10. Work Experience: Currently Employed Yes \_\_\_\_\_ No \_\_\_\_\_

List below all present or past employment. Start with your present or latest job. Include military experience, summer jobs and part time jobs.

EMPLOYER	CITY	TYPE OF WORK	DATES FROM / TO	REASON FOR LEAVING

11. Education: High School Graduate \_\_\_\_\_ G.E.D. \_\_\_\_\_

**APPLICATION FOR APPRENTICESHIP**

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**I AGREE TO OBTAIN THE MATERIALS AND INFORMATION REQUESTED WITHIN THIS APPLICATION AND BRING THEM TO THE PLUMBERS, PIPE FITTERS AND MECHANICAL EQUIPMENT SERVICE JOINT APPRENTICESHIP TRAINING COMMITTEE DURING THE SPECIFIED HOURS TO THE ADDRESS LISTED BELOW:**

**LOCAL 392 TRAINING CENTER  
1300 Century Circle North  
CINCINNATI, OH 45246**

**NOTE:**

**FUTURE EMPLOYERS MAY REQUIRE A CRIMINAL  
BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.**

**THE STATEMENTS AND ANSWERS I HAVE SUPPLIED FOR THIS APPLICATION  
ARE COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE.**

**Print Full Name:** \_\_\_\_\_

**Sign Full Name:** \_\_\_\_\_

## DUTIES OF AN APPRENTICE

Duties of an apprentice will require certain visual or audio skills to safely perform required tasks. *You must be able to see and hear sufficiently to perform these tasks; or be able to do so with or without accommodation.*

The apprenticeship duties require lifting a certain amount of weight, which may be up to a maximum weight of 50 pounds. These duties may occur anywhere from occasionally to regularly in the performance of apprentice duties. *You must be able to lift and /or handle these amounts of weights to perform the functions of an apprentice; or be able to do so with or without accommodations.*

Apprenticeship duties may require driving from place to place. Apprentices are expected to have a means of transportation (either personal or public) to get to any job site. MES apprentices must have a valid, current operator's license; not be under suspension; and, not be subject to restrictions that would prevent driving during working hours. *You must have a valid operator's license to perform the functions of an apprentice; or be able to do so with or without accommodations.*

Apprentices must have appropriate communication skills-that is, ability to or in other ways appropriate to the job at issue, communicate-with fellow apprentices, journeypersons, supervisors and others with whom they work and train. *You must be able to communicate effectively to perform the functions of an apprentice; or be able to do so with or without accommodation.*

**Can you perform the essential functions of the job with or without accommodations? Yes or No \_\_\_\_\_**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE