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**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, OH 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 state issued I.D.
- 2) A copy of your birth certificate.
- 3) A copy of your High School Diploma, GED Certificate with test scores, or proof pending graduation from high school.
- 4) Official grade transcript from your high school. **( Original )** In a sealed envelope unopened.
- 5) A copy of Military Transfer or Discharge Form DD-214, page 4, if applicable.
- 6) An application fee of \$ 30.00 ( non-refundable) payable to the J.A.T.C. Money order or certified check only.  
**No cash or personal checks will be accepted.**
- 7) Bring all documents in the envelope provided 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.

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Print Applicant's Full Name

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Last Four of Social Security Number

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Applicant's Signature

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Today's Date

**OFFICE COPY**

**Plumbers, Pipe Fitters and Mechanical Equipment Service  
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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 state issued I.D.
  - b. A copy of your birth certificate.
  - c. A copy of your High School Diploma, GED Certificate with test scores, or proof pending graduation from high school.
  - d. Official grade transcript from your high school. (Original) In a sealed envelope unopened.
  - e. A copy of Military Transfer or Discharge Form DD-214, page 4, if applicable.
  - f. An application fee of \$ 30.00 ( non-refundable) payable to the J.A.T.C. Money order or certified check only.  
No cash or personal checks will be accepted.
  - g. Bring all documents in the envelope provided 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. Provide for your transportation to and from the job site;
5. Work under the direction of a Journeyman on the job site and perform job duties satisfactory;
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 pass 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

**PIPE FITTER APPLICATION FOR APPRENTICESHIP**

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

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

3. Social Security Number \_\_\_\_\_ Telephone Number (\_\_\_\_\_) \_\_\_\_\_  
Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_

4. Male \_\_\_\_\_ Female \_\_\_\_\_

5.  American Indian – Alaskan  African American  Asian - Pacific Islander  White  
 Hispanic  Other \_\_\_\_\_

6. Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

7. Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_ Branch of Service \_\_\_\_\_ Rank \_\_\_\_\_

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

Type of Discharge: \_\_\_\_\_ Serial Number \_\_\_\_\_

8. 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
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9. Education: High School Graduate \_\_\_\_\_ G.E.D. \_\_\_\_\_

High School (s) Attended: \_\_\_\_\_  
Name City State

High School From Which You Graduated: \_\_\_\_\_  
Name City State

Additional Educational Background (Must provide documentation):  
\_\_\_\_\_

**PIPE FITTER 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 accommodations.*

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

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

\_\_\_\_\_  
SIGNATURE