



# SMJATC

Contact Us: (650) 591-5217

SAN MATEO ELECTRICAL JATC

**Applications for the Inside Wireman Apprenticeship will be accepted in last two weeks of April 2018**

Applications will be available to fill out at our office or online and bring with you on an application day. **We encourage you to fill out your application online and bring it to the apprenticeship office on the date you apply. This will expedite the application process.** We will accept applications only on the following dates:

April 16, 2018  
April 17, 2018  
April 18, 2018  
April 19, 2018  
April 20, 2018

April 23, 2018  
April 24, 2018  
April 25, 2018  
April 26, 2018  
April 27, 2018

April 30, 2018

**Between the hours of 9:30 a.m. and 12:00 p.m.**

Several documents are required on the day you apply. In order to apply, you must have all of them.

**1) REQUIRED DOCUMENTS (copies must be presented at time of application):**

- Photo Identification in form of Driver's Licenses
- Proof of completion of High School, such as High School diploma, transcript with graduation date, or equivalence (i.e. GED, CHSPE)
- Proof of **ONE** of the following mathematics competencies:
  - a. Algebra or Calculus with a grade of C or higher. This could be one full year (two semesters) of high school Algebra or one semester of post High School Algebra (Community College, Adult Education). A GED or diploma is not proof of fulfillment of the math requirement.

An official school transcript will show the course and grade. You can request one from your school. If you took a course that you believe fulfills the requirement but it is not called "Algebra" or "Calculus", a syllabus/course description must be provided to prove the math taken is in fact "Algebra" or "Calculus".

**OR**

- b. Provide evidence of having passed the NJATC Tech Math course. Information about the Tech Math course is available at [www.njatc.utk.edu](http://www.njatc.utk.edu).

**Official transcripts MUST be presented at the time of Application.**

**Applicants must provide COPIES of all required documents.  
No copies will be made by the SMJATC.**

**Non-English documents must be translated and notarized with an embossed notary seal.**



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Applicants must obtain their own documents.

## 2) APPLICATION REQUIREMENTS:

- Applicants must be at least 18 years of age on the date of filing an application.
- All applicants **must apply in person** with copies of all three (3) required documents at SMJATC, 625 Industrial Road, San Carlos, CA. 94070. All applicants must be United States Citizens or meet INS requirements.
- Complete either the online application form or the application provided at the apprenticeship office. Please be accurate and respond to all questions including statements indicating that you are:
  - Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
  - Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
  - Able and willing to attend all related classroom training as required to complete this apprenticeship.
  - Able to climb ladders, scaffolds, poles and towers of various heights.
  - Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
  - Able to read, hear and understand instructions and warnings.

## 3) HOURLY WAGE RATE

- Rate as provided in the collective bargaining agreement (currently \$19.95 per hour for first year apprentices). It will change in June 2018.

## 4) CHARACTERISTICS OF THE ELECTRICAL TRADE AND ESSENTIAL PHYSICAL ABILITIES

- An apprentice shall be under the supervision of a Journeyman Electrician at all times. The trade requires physical effort on the part of the apprentice to do climbing, crawling, crouching and working in cramped quarters. Wiring is frequently coded in color for connection purposes; therefore the worker cannot be colorblind. Mechanical ability and finger dexterity is essential. Depending on the job, the work may be performed either indoors or outdoors; with overhead lights or with flashlights.

## 5) EXAMINATION

- All applicants who meet the above qualifications will be required to take a written exam. Under certain circumstances, the test is not required. These include: the completion of a recognized pre-apprenticeship program, Helmets-to-Hardhats, and applicants with prior electrical experience.
- Qualified applicants will be notified of the exact date, time and place to report for the examination.
- Those with learning disabilities may submit documentation, no older than three years, stating the disability and recommendations for accommodations.
- A \$20.00 charge will be required for the written examination to cover administrative costs. A cashier's check, personal check or money order only will be accepted. Please make payable to SMJATC.

**NOTE: SAMPLE QUESTIONS WILL BE PROVIDED AT THE TIME OF APPLICATION.**



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## 6) INTERVIEW

- All applicants who pass the written examination will be invited to take a required oral interview. They will be notified when to appear for the oral examination.

## 7) SELECTION OF APPLICANTS FOR APPRENTICESHIP

- Applicants will be selected in the order of their final ranking. Ranking is determined from the interview. Rankings are valid for two (2) years in accordance with Department of Labor (DOL) regulations.
- The JATC does not and will not discriminate against a qualified individual with a disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship program as required under applicable law and lawful regulations issued there under.
- The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age (except applicants that have not met the minimum requirement of 18 years of age).
- United States Military Veterans, Women and Minorities are encouraged to apply.
- When an applicant is selected to be indentured into the apprenticeship program, a letter is mailed to him or her notifying them of a scheduled orientation date and time.
- Finally, prior to being indentured each applicant is required to take and pass a drug screen urinalysis.

## 8) REQUIREMENTS TO BE INDENTURED

- Must pass all the above mentioned requirements
- Must have a valid California driver's license at the time of indenture.
- Must be able to attend classes as required by the San Mateo County Joint Apprenticeship and Training Committee
- Must abide by the Standards adopted by the San Mateo County Joint Apprenticeship and Training Committee, approved by the Division of Apprenticeship Standards for the State of California and the Department of Labor for the United States

**United States Military Veterans and Applicants with 4,000 hours electrical experience, for more information see Helmets to Hardhats and Prior Electrical Experience announcement.**

625 Industrial Road, San Carlos, CA 94070 Tel.(650) 591-5217 Fax.(650) 591-5219