

Apprenticeship Application EEOC Supplemental Information

Name _____

Social Security Number _____

The Apprenticeship Sponsor is committed to equal opportunity for all applicants. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

---- Please Complete the Following ----

The information provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

You may be considered to have a disability if you have a physical or mental impairment or medical condition that makes achievement unusually difficult, limits your ability to work, substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair or intellectual disability.

Race: (CHECK ALL THAT APPLY) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Islander	Ethnic Group: (CHECK ONE) <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Hispanic or Latino
	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Disability: <input type="checkbox"/> YES <input type="checkbox"/> NO

This form will not become part of your Personnel file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.

PLEASE RETAIN FOR YOUR RECORDS

Madison Area Plumbing Joint Apprenticeship Committee

PLUMBING APPRENTICESHIP

What They Do

- Install piping for water, gas, sewage and drainage systems.
- Install sanitary fixtures in facilities such as restrooms and kitchens.
- Install medical gas and specialty piping systems for commercial/health and industrial applications.
- Run tests on installations to make sure they are operating properly.
- Service/Repair existing plumbing systems.
- Must have transportation to and from the job. You may be required to operate company vehicles at the employer's request.

Plumbers use a variety of skills and tools to accomplish these tasks. Both hand and power tools are utilized as well as specialty equipment, such as pipe threading machines, welders and lift equipment.

Plumbers are licensed by the State of Wisconsin and must be thoroughly knowledgeable of the Wisconsin Code and Administrative Rules.

Working Conditions

The work is active and sometimes strenuous. They work indoors and outdoors, on ladders and scaffolds, in trenches and in unfinished sections of new buildings. Often the work is done in cramped, wet or dirty locations. Frequently, it is necessary to stand for long periods. Occasionally, they must work in uncomfortable positions in relatively inaccessible places.

Interest and Temperament

A person wishing to enter this professional trade must be able to understand detailed written and verbal communications. They should enjoy working with their hands and be able to solve math problems quickly and accurately. Plumbers must be willing to keep abreast of changes and advancing techniques, even after completing their apprenticeship and throughout their career.

General Qualifications:

- High School diploma or equivalent.
- Meet required norms on Accuplacer test or ACT test
- Physically able to perform trade work.
- Valid driver's license or reliable transportation.
- Take and pass a drug test prior to employment, or apprentice contract.

Admission Requirements:

- Submission of formal application.
Madison Area Plumbing Joint Apprenticeship Committee
5940 Seminole Centre Court, Suite 102
Madison, WI 53711
(608) 288-1414 - Fax (608) 288-1515
- Applicants must submit a completed application and the EEOC Supplemental Information Form DWSA-63-1. A completed application consists of a signed and dated application, and proof of a high school equivalent education.
- Applicants must submit an official record of high school transcripts, diploma, GED or High School Equivalency.
 - Contact the High School you graduated from and ask them to send you a copy of your transcripts, or simply make a copy of your high school diploma or GED and mail to the Apprenticeship Office along with your application.
- Upon receipt of the required information, the Apprenticeship Office will issue a test card to the applicant providing instructions on how to complete the aptitude test requirement at Madison Area Technical College.
- To successfully pass the Accuplacer test or ACT test applicants must achieve minimum scores in the following:
Accuplacer Test: Reading Comprehension = 244, Arithmetic = 237 and QAS (Quantitative Reasoning, Algebra & Statistics) = 235.
ACT Test: Reading = 16 and Math = 15.
- Applicants who fail to qualify may apply for retesting after they submit proof of tutoring by a valid tutoring agency in the area(s) of failure.

- After successfully completing the Accuplacer test, the Apprenticeship Committee will meet with apprentice applicants and issue a “Letter of Introduction”, which qualifies them to seek employment as a Plumbing Apprentice.
- Placement on Pool List - Applicant names will be placed on a list to be used by any employer seeking qualified applicants.
- Before any applicant can become an apprentice, the prospective employer must submit an application to the Apprenticeship Office. The application will be reviewed to be certain that the employer meets State and Local Standards. If all conditions are met, the applicant will be registered as an apprentice.
- All plumbing apprentice candidates who are called to begin their apprenticeship training through the Madison Area Plumbing Joint Apprenticeship Committee (JAC) must first successfully pass mandatory drug tests. After the JAC approves an employer’s application to start a qualified applicant, the Training Coordinator will contact the employer and apprentice to provide notice. At this time, they will relay instructions regarding the test requirements and provide any necessary documentation as well as addresses for qualified test sites. These test requirements must be completed within twenty-four (24) hours of notification. A drug test must take place before signing the contract. Anyone whose test results are deemed positive (failure), or who adulterates the specimen, will immediately lose eligibility to the Apprenticeship Program. In the event that the applicant fails to return a negative test, the applicant must wait six months to re-test and provide proof of remedial health. In all cases, the decision of the Medical Review Officer will be final.

Conditions of Employment after Registration

- **School Attendance**
 - Plumbing apprentices are required to attend 572 hours of paid related instruction. Classes are held one full day every other week except during the summer months. Wages while attending paid related instruction are paid by the employer at the same rate as working on the job.
 - Apprentices must also attend 260 hours of unpaid related instruction at the Madison Area Technical College.
 - The Apprentice Administrator schedules all night school classes.
- **Working Conditions**
 - Five (5) year duration of contract (minimum of 8,000 hours).
 - Work Experience Cards furnished by the Apprenticeship Office must be returned monthly to the Apprenticeship Office for review by the Committee. These cards are used to ensure that the minimum number of hours in each particular phase of the trade is achieved.
 - The Apprenticeship Committee will schedule progress reviews at six months and one year during probation. After such, an apprentice will attend an annual review until they successfully complete the program.
 - Wages are based on a percentage of wages paid to a Journeyworker Plumber.
 - Hours of employment are normally forty (40) hours per week.
 - Employers must make every effort to provide reasonably continuous employment throughout the contract.

Completion of Apprenticeship

- Completion is contingent upon having completed the prescribed number of paid related hours, unpaid related hours and on the job training hours.
- Successful completion of the Journeyworker’s Examination given by the State of Wisconsin.
- Upon completion, the Wisconsin Department of Workforce Development will award a Completion Certificate.

Any questions or problems regarding apprentices are to be handled by the Apprenticeship Committee upon the request of the Employer and/or Apprentice.

Any further questions may be answered by calling or writing the Apprenticeship Office:

*Madison Area Plumbing Joint Apprenticeship Committee
5940 Seminole Centre Court, Suite 102
Madison, WI 53711
Phone (608) 288-1414
Fax (608) 288-1515*

Should you feel the recommendations of the Joint Apprenticeship Committee to be contrary to the area apprenticeship standards, you have the right to appeal to the Wisconsin Department of Workforce Development, P.O. Box 7972, Madison, Wisconsin, 53707, stating the specific standards you feel were violated.