

JOINT APPRENTICESHIP & TRAINING COMMITTEE
OF
SHEET METAL WORKERS' LOCAL 20, GARY AREA
AND
NORTHERN INDIANA SHEET METAL CONTRACTORS ASSOCIATION

6450 AMERIPLEX DRIVE
PORTAGE, INDIANA 46368
(219) 764-1900

1449 SOUTH LAKE PARK AVENUE
HOBART, INDIANA 46342
(219) 947-7447

THE APPLICATION PROCESS

Applications will be taken on the 1st Friday of every month, from 8 AM until 4:00 PM.

1. ALL APPLICATIONS MUST BE COMPLETED AND RETURNED TO OUR FACILITY. EVERY QUESTION ON THE APPLICATION MUST BE ANSWERED - PLEASE PRINT.
2. **REFERENCE LETTERS WILL NOT BE SENT UNLESS COMPLETE NAME, ADDRESS, CITY, STATE & ZIP CODE ARE ON YOUR APPLICATION.**
3. PHOTOCOPIES OF THE FOLLOWING DOCUMENTS ARE REQUIRED:
 - Birth Certificate
 - High School Diploma or GED (with scores)
 - Transcript of high school grades (even with a GED)
 - Valid Driver's License
 - If a veteran, a DD214
 - Transcripts of college grades and/or technical school grades are not mandatory, but are recommended
4. ALL REQUIRED DOCUMENTS MUST BE IN OUR OFFICE LOCATED AT 6450 AMERIPLEX DRIVE, PORTAGE, INDIANA 46368, **WITHIN FOURTEEN (14) DAYS OF THE ORIGINAL DATE OF THE APPLICATION.**
THOSE DOCUMENTS SENT THROUGH THE MAIL MUST BE IN OUR OFFICE BY THE DUE DATE, REGARDLESS OF POST MARK.

NO EXCEPTIONS WILL BE MADE FOR LATE DOCUMENTS.
5. IF WE HAVE RECEIVED ALL THE NECESSARY DOCUMENTS BY THE DEADLINE, YOU WILL BE SCHEDULED TO TAKE A FOUR-PART WORK KEYS TEST, ONCE WE HAVE ENOUGH APPLICANTS. YOU WILL BE NOTIFIED BY MAIL AS TO THE DATE, LOCATION, AND TIME OF THE TEST. THE TEST SCHEDULING LETTER WILL ALSO GIVE YOU A WEBSITE WHERE YOU CAN TAKE PRACTICE EXAMS TO HELP PREPARE YOU FOR THE TESTS.

6. THOSE APPLICANTS SCORING AT LEAST A FIVE (5) ON THE MATHEMATICS PORTION AND A FOUR (4) ON THE OTHER THREE PARTS OF THE WORK KEYS TESTS WILL BE REQUIRED TO APPEAR BEFORE THE COMMITTEE TO BE INTERVIEWED. YOU WILL BE NOTIFIED BY MAIL AS TO THE TIME AND DATE OF THE INTERVIEW. THE INTERVIEWS WILL BE CONDUCTED IN OUR FACILITY.

7. YOUR APPLICATION PROCESS WILL NOT CONTINUE UNDER ANY OF THE FOLLOWING CIRCUMSTANCES:
 - Incomplete information on the application
 - Failure to turn in the required paperwork by the deadline
 - Failure to take the aptitude test, or achieve the minimum scores
 - Failure to report for the interview

8. IF YOUR APPLICATION IS TERMINATED FOR ONE OF THE ABOVE REASONS, YOU MAY RE-APPLY IN THREE MONTHS.

9. QUESTIONS REGARDING THE STATUS OF YOUR APPLICATION SHOULD BE DIRECTED TO KYLE MELNYK AT 219-764-1900. PAPERWORK CAN BE FAXED TO OUR OFFICE AT 219-764-1941.

10. IF ACCEPTED INTO THE PROGRAM, YOU WILL BE REQUIRED TO TAKE A DRUG TEST (paid for by this committee) AND GET A COMPLETE PHYSICAL EXAMINATION (paid for by you). ALL OF THIS WILL HAVE TO BE TAKEN CARE OF BEFORE SCHOOL BEGINS ON THE FIRST MONDAY OF AUGUST. YOU WILL BE PLACED AT WORK WITH ONE OF OUR LOCAL #20 CONTRACTORS. STARTING WAGE SCALE WILL BE AT LEAST \$17.07 PER HOUR.

11. FAILING A DRUG TEST WILL RESULT IN IMMEDIATE TERMINATION OF THE APPLICATION. APPLICANTS WILL HAVE TO WAIT ONE (1) YEAR TO RE-APPLY.

WWW.SMWLOCAL20.ORG