



780 Carter Drive ■ Helena, Mt 59601

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January 27, 2012

**TO: ALL APPRENTICE APPLICANTS AND OTHER INTERESTED PARTIES**

**RE: SELECTION PROCEDURE FOR THE MONTANA CARPENTER'S APPRENTICESHIP PROGRAM**

**1) EQUAL OPPORTUNITY PLEDGE**

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin or sex. 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, and the Montana State Plan for Equal Employment Opportunities in Apprenticeship.

**2) QUALIFICATIONS FOR APPRENTICES**

- A. Applicants must be at least 18 years of age (Verifiable proof of age documentation required).
- B. Applicants must have and submit a copy of their High School Diploma, or G.E.D. (from a US Dept of Education or CHEA accredited school) with their application.
- C. Applicants must be physically able to perform the work of the trade.
- D. Applicants must successfully complete (grade of 70% or higher) a six hour Pre-Hire Rate & Rank Session.

**4) NOTE**

***Apprenticeship IS NOT part-time or summertime employment.*** Apprentices who have successfully completed their apprenticeship have noted that it is very helpful to possess basic aptitudes necessary to acquire the skills of the trade and they were also prepared to furnish their own hand tools, which is a requirement of this Apprenticeship.

**3) SELECTION PROCEDURE**

To make application for the apprenticeship program, the applicant must print an apprenticeship application from our website, or write to the above address to request one. ***The application must be completed and returned to the above address with required documentation. Applications will not be accepted without the required documentation.*** Applications will be taken year around. Applicants will be invited to an Apprentice Qualification six hour Pre-Hire Rate & Rank Session. During the six hour Pre-Hire Rate & Rank Session applicants will receive information about Apprenticeship in a classroom setting. Individual oral interviews and a written evaluation of basic math will follow the information session. To be eligible to enter the apprenticeship program, all applicants must attend and successfully complete (grade of 70% or higher) this Pre-Hire Rate & Rank Session unless they qualify as a "Direct Entry" applicant.

**4) LOCATION OF APPRENTICESHIP APPLICATIONS**

**Application are available on our web site at: [www.montanacarpenters.com](http://www.montanacarpenters.com)**

*OR Send a written request to one of the following:*

MT Carpenters JATC; 780 Carter Drive; Helena, MT 59601

MT Statewide Local #82; 300 15<sup>th</sup> Street South, Suite #1; Great Falls, MT 59405

Questions??? CALL (406) 443-3255

The Montana Carpenters Joint Apprenticeship and Training Committee has adopted an Affirmative Action Plan that has been approved by the Montana Apprenticeship and Training Program. Representatives of the Committee are available to talk to interested groups about our programs. If you are interested in having someone speak to your group about our Apprenticeship Program or have other questions please contact us at [training@montanacarpenters.com](mailto:training@montanacarpenters.com) or (406) 443-3255.

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