



APPRENTICE APPLICATION LETTER

Laborers

Thank you for your interest in the Inland Northwest Chapter, Associated General Contractors Laborer Apprenticeship Program. A career as a Laborer is challenging, diverse and fulfilling, both in terms of personal rewards and monetary benefits.

Before applying, we feel it is important that every applicant fully understand the requirements of the Apprenticeship Program.

The term of apprenticeship for this program is 6,000 OJT hours and 480 hours of classroom instruction. Applicants selected to take part in the apprenticeship program will receive a combination of 6,000 on-the-job training hours while employed by various training agents, and a minimum of 160 hours per year related instruction taught by Program Journey Level Instructors. The Apprentice must successfully complete both requirements to become a recognized Journey Level Laborer.

A Laborer does site/project preparation and maintenance, environmental remediation, building construction, heavy/highway construction. The job requires excellent eyesight, hand-eye coordination, muscular coordination and ability to perform routine repetitive work while remaining mentally and physically alert. At times, the work will be performed while sitting, standing, walking and climbing. Since work is often performed outdoors, Laborers are exposed to extreme weather conditions. The work is outdoors and can depend on weather, therefore employment is seasonal. The work may also require the apprentice to be on rotational shifts.

The Apprenticeship Program sponsor is located in Spokane, Washington. The apprentice must be able to provide reliable transportation and meet the minimum requirements as identified. The Apprenticeship Program may reimburse Apprentices for travel expenses. In addition, any classes taken are at the expense of the apprentice, and upon successful completion employer reimbursement may be available.

Minimum Qualifications for Applicants

- Age:** Shall be not less than 18 years of age at time of application
Education: Must have completed at least 10th grade.
Physical: Must be able to physically meet the needs of trade.
Other: Must provide proof of age. Must provide copy of valid driver's license, social security card, & proof of education to complete the application. Applicants must be able to write and speak the English language proficiently enough to complete the required course of study.

Application Process Included the Following:

- Part One:** Apprenticeship Application Letter
Part Two: Apprenticeship Application (Maximum of 50 points)
Part Three: Application Questionnaire (Maximum of 10 points)
Part Four: Apprenticeship Interview Questionnaire (Maximum of 40 points)

Upon completion of the application the applicants will be placed on a list in accordance to their total evaluation points (Maximum evaluation points is 100). The applicant will be graded in terms of overall judgment as to one likely to complete the apprenticeship program and become a successful journey level worker. The applicant will be scored and ranked and placed in an eligibility pool subject to selection for a period of two years. Applicants will be offered employment based on order of their rank in the eligibility pool.

Applicants should be aware that they will be required to take, at their expense, a pre-employment drug test as part of the minimum qualification (registration), a condition of employment and that the employer may also require random drug tests. If the test results are negative, the apprentice will be reimbursed the cost of the drug test in the form of a tuition credit.

The current average hourly rate for beginning apprentices is approximately 60% of the Laborer hourly rate of pay, plus fringe benefits. With satisfactory progress in their training, apprentices will receive wage increases throughout the period of training.

Thank you again for your interest in applying for the Inland Northwest Chapter, Associated General Contractors Laborer Apprenticeship Program. We hope that the information in this letter has provided you with a clear, comprehensive view of a challenging and exciting opportunity.



2110 N. Fancher Rd
 Spokane Valley, WA 99212
 Phone (509) 534-0502
 Fax (509) 534-0503
 www.nwagcapprenticeship.org

APPLICATION FOR APPRENTICESHIP

Apprenticeship Program Applying for: Carpenter Heavy Equipment Operator Laborer

Applicants Name		Social Security No.(for ID only)	
Address		Date of Birth / /	Military Status Vet: <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	Zip	Phone Number

APPLICANT'S SCHOOL EXPERIENCE

List additional training on separate sheet if necessary.

High School	No.of Yrs	Date Finished / /	Name of School	City	State
Additional Schooling	No.of Yrs	Date Finished / /	Name of School	City	State
Additional Training	Date / /	Type of Training	Provider/Location		
Additional Training	Date / /	Type of Training	Provider/Location		

APPLICANT'S WORK EXPERIENCE

List the name/ address of each employer for whom you have worked, including military service. List present employer first. List additional work experience on separate sheet if necessary.

Firm Name & Address	Nature of Work	Date of Employment	Number of Months
		From ___/___/___ To ___/___/___	
		From ___/___/___ To ___/___/___	
		From ___/___/___ To ___/___/___	
		From ___/___/___ To ___/___/___	

DEMOGRAPHIC INFORMATION (OPTIONAL)

Please check the ones that apply to you (this is for our Equal Employment Opportunity tracking requested by the State of Washington Apprenticeship Council)

Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Race <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Other
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REFERENCES (OPTIONAL)

Name	Relationship	Phone No.
Name	Relationship	Phone No.
Name	Relationship	Phone No.

Applicants Legal Signature	Date
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For Internal Use Only		
Date Received / /	Received By	Checklist Complete



Laborer Apprentice Job Analysis

Summary/Objective

The construction laborer performs tasks involving physical labor at a variety of construction projects. The position may operate a variety of hand and power tools and may clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove waste materials. The position may assist other craft workers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs a variety of tasks involving strenuous manual labor in construction projects; performs manual work in preparing surfaces for paving.
2. Shovels bituminous concrete (asphalt) into construction areas.
3. Assists in patching asphalt with hot and cold mix. Excavates and fills trenches and ditches.
4. Maintains a clean job site: picks up all tools and equipment and secures job site each day to eliminate potential hazards.
5. Performs materials handling and storage.
6. Loads and unloads trucks and hauls and hoists materials.
7. Ensures that proper safety and incident reporting procedures are followed. Brings problems to the attention of the foreman, safety director or HR manager.

Competencies

1. Communication Proficiency.
2. Customer/Client Focus.
3. Diversity and Inclusion.
4. Results Driven.
5. Stress Management/Composure.
6. Teamwork Orientation.

Work Environment

While performing the duties of this job, the apprentice can be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt.



Physical Demands

The physical demands described here are representative of those that must be met by an apprentice to successfully perform the essential functions of this job.

The position lifts heavy objects, walks and stands for long periods of time and performs strenuous physical labor under adverse field conditions. The apprentice lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue; and effectively jumps, sprints or throws objects. The position requires good manual dexterity (hand, hand with arm, two hands) and multilimb coordination. The position requires the ability to quickly move arms and legs. The apprentice must have excellent stamina.

Additional Eligibility Qualifications

1. Must possess or be able to obtain a valid and appropriate state driver's license prior to employment.
2. Proof of at least a 10th grade education with transcript, diploma or GED
3. I-9 Employment Verification Document

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the apprentice for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applicant initials below constitutes the apprentice's understanding of the requirements, essential functions and duties of the position.

Initial _____



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APPLICATION FOR APPRENTICESHIP (Q&A)

Laborer

This application is to be completed and returned to: Inland Northwest Associated General Contractors Apprenticeship Program, 2110 N. Fancher Road, Spokane Valley, Washington.
Zip Code: 99212

Date: _____

Name: _____

Last

First

Middle

Upon acceptance into the Apprentice Program, can you provide proof of age?

Yes/No _____

Are you aware that you will be required to take a pre-employment drug test and that the training agent employers may require random drug testing? Yes/No _____

How did you hear about us? _____

EDUCATION

1. GED (4 points)
2. High School Diploma (5 points)
3. One Year of College/Technical School completed (1 point)
4. Two or more years of College/Technical School completed (1 point)

TRAINING (Any)

5. One to eight hours (1 point)
6. Eight to sixteen hours (2 points)
7. Seventeen to twenty four hours (3 points)
8. Twenty five or more hours (4 points)

MILITARY SERVICE

9. Discharged with less than honorable (1 point)
10. Honorable Discharge (3 points)
11. Active National Guard (3 points)

TRANSPORTATION

11. Do you have access to reliable transportation? Yes ___(1 points) No ___(0 points)
12. Do you have a valid driver's license? Yes ___(2 points) No___(0 points)



REFERENCES

13. Please provide the names and addresses of three persons, other than relatives, who have known you for at least 3 years. (1 point for each reference)

Name	Address	Telephone
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Name	Address	Telephone
------	---------	-----------

Name	Address	Telephone
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CONSTRUCTION KNOWLEDGE

14. a. Family member in construction? Yes ___(1 points) No ___(0 points)
b. Someone you know as a Laborer _____
(1 point)
c. Which of the following do you feel are good reasons to work as a Laborer. You may select more than one. (1 point total)

___Wages ___Benefits ___Sense of Accomplishment

WAGES

15. In your previous work experience, how many months did you receive a wage for your work?
- 0 - 6 months earning wages (0 points)
 - 7 months - 18 months earning wages (3 points)
 - 19 months - 30 months earning wages (6 points)
 - 31 months - 48 months earning wages (9 points)
 - 48 months or more (12 points)

PREVIOUS WORK EXPERIENCE

16. Previous work experience (Paid or not paid)
- Volunteer (4 points)
 - 6 months - 1 year work experience (1 point)
 - 13 months - 2 years work experience (3 points)
 - 25 months - 3 years of work experience (6 points)
 - 37 months or more work experience (10 points)



INTEREST

17. Among the following reasons for applying to the Apprentice Program, which are important to you? (please check all that apply)

- I like challenging work
- I like to work with my hands
- I have family/friends in the construction field.
- I like to work with building materials.
- I see an opportunity for advancement.
- I have experience in a related field.

18. Assume you are selected as an apprentice. Would you: (check only one answer and if none apply leave all blank)

- Explain to your present employer that you must give a two week notice before quitting.
- Make whatever arrangements are necessary and report to the job assignment on Monday.
- Ask questions about the job duties and location of the jobsite and then decide whether or not to accept the job.
- Accept the job, find out about it first-hand and then quit if you did not like it.

19. Which of the following do you expect to be true five years from now? (Check only one answer - in none apply leave all blank)

- I expect to be working as a carpenter in the field locally.
- I expect to be in the military
- I expect to be working elsewhere, but as an operator.
- I expect to be a full time student.
- I expect to be working, but not as a carpenter
- I expect to be unemployed.

MAXIMUM TOTAL POINTS: 50

TOTAL POINTS: _____

Comm. Member/Coordinator _____ Date: _____

2/7/06



APPRENTICESHIP INTERVIEW QUESTIONS

Laborer

Applicant: _____ Date: _____

- 1. Describe your training and special schools as they pertain to this position. (4 points)**
- 2. Describe any physical conditions that would limit you from performing the responsibilities of this position, including excessive walking, lifting and movement of heavy items, stair climbing, or ladder work. (2 points)**
- 3. What were your responsibilities in your previous (or current) job? What did you like most and why? Also, what did you like least and why? (4 points)**
- 4. How would you describe yourself as an employee? What do you consider to be your strengths? If you could improve in one area, what would it be? How would your last supervisor describe you? (4 points)**
- 5. Describe a time when you were asked to do a task that you knew nothing about or a time when you had to solve an extremely difficult problem. (4 points)**
- 6. Have you worked a job where your output was measured? How did you feel about being measured or rated? (2 points)**



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7. Describe the main features of the following safety programs and your work experience with them:
- Lockout/Tag out: (1 point)

 - Infection Control (1 point)

 - Hazard Communication Program/MSDS: (1 point)

 - Confined Space Entry Program (1 point)
8. Describe your experience(s) working around and in the Laborer craft (4 points)
9. What does team work mean to you? (4 points)
10. If this apprenticeship opportunity was between you and one other applicant, why should you be the one chosen? (4 points)
11. For the following questions provide the applicant with the attached form to make the appropriate selections
- A. Electrical Code: (1 point of all answers correct)
 - B. What is lock out/ tag out system (1 point)
 - C. What does "three point contact" mean when using a ladder (1 point)
 - D. Purpose of back-up alarm (1 point)



11A. Identify the wiring code by placing the correct letter adjacent to the description below. (A=White, B=Black, C=Green)

_____Ground _____Hot _____Common

11B. What is a lock out/tag out system?

11C. What does "three point contact" mean when using a ladder?

11D. Purpose of the Back-Up Alarm

MAXIMUM POINTS: 40

TOTAL POINTS: _____

Comm. Member/Coordinator: _____ Date: _____



APPLICANT QUESTIONNAIRE

Laborer

Name: _____ Date: _____

Instructions: Check whether you have performed the following:

DIRECT and RELATED EXPERIENCE:

1. Yes [] No [] Did landscape work using small powered equipment
2. Yes [] No [] An acute angle is 0 to 90 degrees
3. Yes [] No [] An obtuse angle is between 90 and 180 degrees
4. Yes [] No [] Operated a skill saw.
5. Yes [] No [] A right angle measures 90 degrees.
6. Yes [] No [] A circle has 360 degrees.
7. Yes [] No [] Operated an electric nail gun.
8. Yes [] No [] Worked as a member of a construction crew.
9. Yes [] No [] Worked as a carpenter helper.
10. Yes [] No [] A triangle has three sides.
11. Yes [] No [] A square has four 90 degree angles.
12. Yes [] No [] A straight angle is 180 degrees.
13. Yes [] No [] Worked in a confined space.
14. Yes [] No [] Changed an electrical outlet.
15. Yes [] No [] Worked on some aspects of a building structure such as footings, ceilings, roofs, walls, floors.
16. Yes [] No [] A 2" x 4" board is really 1 1/2" x 3 1/2" finished.
17. Yes [] No [] Light pilot light on furnace/hot water tank.
18. Yes [] No [] Worked as a laborer.
19. Yes [] No [] Changed washers on faucets or installed new faucets.
20. Yes [] No [] Painted the exterior of a house.
21. Yes [] No [] Used a joiner.
22. Yes [] No [] Worked as a construction craftsman other than laborer (ironworker, operator, etc.)
23. Yes [] No [] Have changed out or repaired bathroom fixtures.
24. Yes [] No [] Climbed ladder higher than two (2) stories.
25. Yes [] No [] Used a table saw.

MECHANICAL EXPERIENCE

26. Yes [] No [] Changed an air filter in a car or pickup.
27. Yes [] No [] Changed and/or repaired a tire.
28. Yes [] No [] Changed a skill saw blade in a skillsaw.
29. Yes [] No [] Cared for machines, keeping them oiled and cleaned.
30. Yes [] No [] Used long handle tools, such as hoes, shovels, picks, axes.
31. Yes [] No [] Changed fuses in electrical fuse box.
32. Yes [] No [] Performed routine maintenance on pneumatic equipment.



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33. Yes [] No [] Installed, replaced or repaired simple or complex building mechanical systems or equipment such as heating, lighting, refrigeration and plumbing.
34. Yes [] No [] Used hand held power tools such as electrical and air tools.
35. Yes [] No [] Changed a blade on a table saw.
36. Yes [] No [] Repaired home appliances such as refrigerator, stove, mixer.
37. Yes [] No [] Kept tools cleaned and in prime working condition.
38. Yes [] No [] Worked with small hand tools to assemble or disassemble items to make repairs.
39. Yes [] No [] Repaired equipment such as tractors, plows and mowers.
40. Yes [] No [] Repaired an item by welding or soldering.
41. Yes [] No [] Sawed lumber for shelves.
42. Yes [] No [] Replaced glass window pane.
43. Yes [] No [] Helped put a new roof on a building.
44. Yes [] No [] Involved in the framework of a building.
45. Yes [] No [] Changed fuse or breaker in a electrical box.
46. Yes [] No [] Operated heavy duty power equipment such as pumps, compressors or generators.
47. Yes [] No [] Fixed and changed tail light bulb.

DRIVING

48. Yes [] No [] Drove a vehicle with a manual gear shift.
49. Yes [] No [] Drove a vehicle such as taxicab, messenger van or delivery truck.
50. Yes [] No [] Drove long distances occasionally requiring overnight stay.
51. Yes [] No [] Drove a commercially rated truck such as dump, cartage, ready mix.
52. Yes [] No [] Operated a bus.
53. Yes [] No [] Drove a truck with a trailer.
54. Yes [] No [] Worked for long periods of time seated at desk or console.
55. Yes [] No [] Work in an area with continuous machine noise.
56. Yes [] No [] Worked under low temperature conditions where it could be uncomfortable even through appropriate clothing could be worn.
57. Yes [] No [] Worked outdoors exposed to all weather conditions such as rain, heat, cold or mud.
58. Yes [] No [] Performed work requiring to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
59. Yes [] No [] Worked under continuous distractions, interruptions or other disturbances.
60. Yes [] No [] Climbed and worked aloft with hand tools.
61. Yes [] No [] Frequently lifted and/or carried objects weighing 50 lbs. or more – very heavy work.
62. Yes [] No [] Worked in awkward and confining work space such as body cramped and uncomfortable.
63. Yes [] No [] Worked in continuous high temperature conditions where a person could experience severe discomfort or heat stress such as 80-90 degrees F or above.



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64. Yes [] No [] Worked where noise was sufficient to cause distractions and vibration of the body such as air hammer or driving a truck on a rough surface.
65. Yes [] No [] Loaded tools, materials or equipment on trucks and drove to work locations.
66. Yes [] No [] Seal coated a driveway.
67. Yes [] No [] Worked where personal safety required attention to safety procedures such as wearing a hard hat, safety glasses or special shoes.

TRAINING

68. Yes [] No [] Successfully completed a course in machine shop practice.
69. Yes [] No [] Received certification in a craft. If yes, List _____
70. Yes [] No [] Successfully completed a course in electricity.
71. Yes [] No [] Successfully completed a course in mechanics.
72. Yes [] No [] Successfully completed a course in heavy equipment operation, e.g. military or commercial.
73. Yes [] No [] Successfully completed a course in welding.
74. Yes [] No [] Successfully completed a course in blueprint reading.
75. Yes [] No [] Successfully completed a course in hydraulics.
76. Yes [] No [] Successfully completed a course in diesel mechanics.
77. Yes [] No [] Successfully completed a course in vocational shop.

MACHINE

78. Yes [] No [] Manually controlled or guided materials being processed such as sewing machine, jig saw, etc.
79. Yes [] No [] Used manually powered tools or instruments to perform very accurate or precise operations such as engraver or watchmaker.
80. Yes [] No [] Started, stopped, controlled and adjusted the working of a machine or piece of equipment, observing gauges and turning valves to regulate operations.
81. Yes [] No [] Operated automatic machinery.
82. Yes [] No [] Operated machinery in a shop such as saw, lathe, punch press.

DATA

83. Yes [] No [] Prepared and maintained statistical records and reports requiring use of math or make calculations.
84. Yes [] No [] Worked from complex schematic drawings such as blueprints and circuit diagrams to determine work to be performed and proper sequence of tasks.
85. Yes [] No [] Used drafting equipment and materials.
86. Yes [] No [] Estimated time required to get a job done.
87. Yes [] No [] Interpreted a variety of technical instruction and/or materials in books, manuals, catalogs or texts.
88. Yes [] No [] Took readings or registers, meters and similar recording equipment.



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89. Yes [] No [] Wrote instructions and specifications concerning proper use of equipment, tools and machinery.
90. Yes [] No [] Read and worked with orders, equipment records and related forms.
91. Yes [] No [] Prepared service orders and other forms specifying work that needed to be done.

MATH

92. Yes [] No [] Used arithmetic to add, subtract, multiply and divide.
93. Yes [] No [] Made arithmetic calculations involving fractions, decimals, percentages and proportions.
94. Yes [] No [] Performed algebraic and geometric procedures in standard practical applications.
95. Yes [] No [] Estimated the quantity of objects without direct measurements including size, weight, volume, length and thickness.

PEOPLE

96. Yes [] No [] Communicated with others by phone to relay or receive any type of information quickly and accurately.
97. Yes [] No [] Gave and/or received information of non-routine nature.
98. Yes [] No [] Made arrangements for delivery and installation of services or products so that time schedule is satisfactory to company and customers.
99. Yes [] No [] Dealt with others to reach agreement or solution.
100. Yes [] No [] Worked with individuals or groups in unpleasant or strained situations.
101. Yes [] No [] Worked in situations where attempts to deal with problems or achieve job objectives were disrupted or blocked.
102. Yes [] No [] Worked individually with no conversation to complete task.

TIME

103. Yes [] No [] Took training or worked away from home overnight on temporary assignment.
104. Yes [] No [] Regularly met urgent time pressures and deadlines such as rush jobs, etc.
105. Yes [] No [] Worked changing shifts.
106. Yes [] No [] Worked evenings, night shift, overtime or extra hours.
107. Yes [] No [] Worked irregular hours.
108. Yes [] No [] Worked part-time while going to school such as newspaper route or fast food restaurants, weekends on a fairly routine basis.

SUPERVISION

109. Yes [] No [] Paid attention to machine or equipment to see that it was running properly.
110. Yes [] No [] Received and followed work assignments from others.



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111. Yes [] No [] Gave careful attention to various details making sure nothing was left undone.
112. Yes [] No [] Worked where some leeway in procedures and methods used to get the job done was allowed.
113. Yes [] No [] Worked independently with minimum of supervision.
114. Yes [] No [] Did work where you need to find out what the problems really was or what directions needed to be pursued in dealing with it.
115. Yes [] No [] Worked where product or service as specified but you have complete freedom or work out your own ways of getting the job done such as selection of tools, sequence of operations and obtaining important information.
116. Yes [] No [] Performed many routine tasks over and over everyday.
117. Yes [] No [] Followed specific set of procedures or routines in order to do the work right.
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0 - 10 Yes responses	0 points
11 - 20 Yes responses	1 point
21 - 30 Yes responses	2 points
31 - 40 Yes responses	3 points
41 - 50 Yes responses	4 points
51 - 60 Yes responses	5 points
61 - 70 Yes responses	6 points
71 - 80 Yes responses	7 points
81 - 90 Yes responses	8 points
91 - 100 Yes responses	9 points
101 or more Yes responses	10 points

TOTAL "YES" RESPONSES: _____

TOTAL POINTS: _____

Comm.Member/Coordinator _____ Date: _____