



### 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.



P.O. Box 11901 SpokaneValley, WA 99211 Phone (509) 534-0502 Fax (509) 534-0503 nwagcapprenticeship.org

## APPLICATION FOR APPRENTICESHIP

Applicants Name				Social Se	ecurity No.(fo	r ID only)
Address			Date of	 Birth /	Military	√ Status et: □ Yes □
City		State	Zip		Phone N	Number
		PLICANT'S SCHOOL nal training on separ		cessarv		
High No.of Yrs School	Date Finished			<u> </u>	City	State
Additional No.of Yrs Schooling	Date Finished	Name of School			City	State
Additional Training	Date / /	Type of Training			Provider/	Location
Additional Training	Date / /	Type of Training			Provider/	Location
Firm Name & Add		Nature of Wo		From/_ To/_ From/_	/ /	
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#### **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.

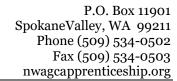
- 1. Performs a variety of tasks involving strenuous manual labor in construction projects; performs manual work in preparing surfaces for paving.
- 2. Shovels bituminous concrete (asphalt) into construction areas.
- 3. Assists in patching asphalt with hot and cold mix. Excavates and fills trenches and 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 multilimbed 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 10<sup>th</sup> 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				
				_



# **APPLICATION FOR APPRENTICESHIP (Q&A)**

Laborer

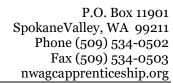
This application is to be completed and returned to: Inland Northwest Associated General Contractors Apprenticeship Program, 2110 N. Fancher Road, Spokane Valley, Washington. Zip Code: 99212

		Date:
Name:		
Last	First	Middle
Upon acceptance into the Apprentice Yes/No	Program, can you provide p	roof of age?
Are you aware that you will be require training agent employers may require		_
How did you hear about us?		
EDUCATION		
<ol> <li>[ ] GED (4 points)</li> <li>[ ] High School Diploma (5 points)</li> <li>[ ] One Year of College/Technical S</li> <li>[ ] Two or more years of College/T</li> </ol>		(1 point)
TRAINING (Any)		
<ul><li>5. [ ] One to eight hours (1 point)</li><li>6. [ ] Eight to sixteen hours (2 points)</li><li>7. [ ] Seventeen to twenty four hours</li><li>8. [ ] Twenty five or more hours (4 p</li></ul>	(3 points)	
MILITARY SERICE		
9. [ ] Discharged with less than honor 10. [ ] Honorable Discharge ( 3 points 11. [ ] Active National Guard (3 points	)	
TRANSPORTATION		
11. Do you have access to reliable tra	nsportation? Yes(1 poin	ts) No(0 points)
12. Do you have a valid driver's licens	e? Yes(2 points) No_	_(0 points)



**REFERENCES** 

•	he names and addresses of three persor for at least 3 years. (1 point for each re	
Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone
Ivaille	Address	reteptione
<b>CONSTRUCTION KN</b>	NOWLEDGE	
<ul><li>b. Someone you (1 point)</li><li>c. Which of the formay select mo</li></ul>	er in construction? Yes(1 points) N know as a Laborer  following do you feel are good reasons to the than one. (1 point total) BenefitsSense of Accomplishme	o work as a Laborer? You
WAGES		
your work? [ ] 0 - 6 mon [ ] 7 months [ ] 19 month [ ] 31 month	s work experience, how many months di oths earning wages ( 0 points) - 18 months earning wages (3 points) as - 30 months earning wages (6 points) as - 48 months earning wages (9 points) as or more ( 12 points)	
PREVIOUS WORK E	XPERIENCE	
[] Volunteer [] 6 months [] 13 months [] 25 months	experience (Paid or not paid) ( 4 points) – 1 year work experience ( 1 point) s – 2 years work experience ( 3 points) s – 3 years of work experience ( 6 points) s or more work experience ( 10 points)	s)





# **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 auitting. [ ] 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 guit 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 Laborer in the field locally. [ ] I expect to be in the military [ ] I expect to be working elsewhere, but in a different trade. [ ] I expect to be a full time student. [ ] I expect to be working, but not as a Laborer [ ] I expect to be unemployed. MAXIMUM TOTAL POINTS: 50 TOTAL POINTS:

Comm. Member/Coordinator

2/7/06

Date:



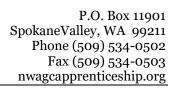
# APPRENTICESHIP INTERVIEW QUESTIONS Laborer

Appli	cant: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)



7.

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 teamwork 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)





] ]	make the appropriate sel A. Electrical Code: (1 po B. What is lock out/ tag o	lections int of all answers o out system (1 poin nt contact" mean w		
	Identify the wiring code be description below. (A=W	• •	•	
-	Ground	Hot	Common	
11B. '	What is a lock out/tag ou	t system?		
11C. '	What does "three point c	ontact" mean whei	n using a ladder?	
<b>11D.</b>	Purpose of the Back-Up A	Marm		
MAXIM	UM POINTS: <u>40</u>		TOTAL POINTS:	
Comm.	Member/Coordinator:		Date:	

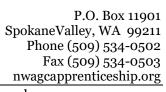


# APPLICANT QUESTIONNAIRE Laborer

Name:_		Date:
	tions: Check w	hether you have performed the following:
1.		
1. 2.	Yes [ ] No [ ]	Did landscape work using small powered equipment An acute angle is 0 to 90 degrees
2. 3.	Yes [ ] No [ ]	An obtuse angle is between 90 and 180 degrees
3. 4.		Operated a skill saw.
т. 5.	Yes [ ] No [ ]	A right angle measures 90 degrees.
5. 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.
	Yes [ ] No [ ]	A triangle has three sides.
	Yes [ ] No [ ]	A square has four 90 degree angles.
	Yes [ ] No [ ]	A straight angle is 180 degrees.
	Yes [ ] No [ ]	Worked in a confined space.
	Yes [ ] No [ ]	Changed an electrical outlet.
	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.
	Yes [ ] No [ ]	Light pilot light on furnace/hot water tank.
	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.
ME	CHANICAL EXPE	ERIENCE
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 skill saw.
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.



33.	Yes [ ] No [ ]	Installed, replaced or repaired simple or complex building mechanical systems or equipment such as heating, lighting,
24	Vac [ ] Na [ ]	refrigeration and plumbing.
34. 35.	Yes [ ] No [ ] Yes [ ] No [ ]	Used hand held power tools such as electrical and air tools. 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
50.		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 an 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.
DRI	VING	
40	Vac F I Na F I	D 1:1 ::1 1 1:6
48.	Yes [ ] No [ ]	Drove a vehicle with a manual gear shift.
48. 49.	Yes [ ] No [ ]	Drove a vehicle with a manual gear shift.  Drove a vehicle such as taxicab, messenger van or delivery truck.
		<del>-</del>
49. 50. 51.	Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No [ ]	Drove a vehicle such as taxicab, messenger van or delivery truck.
49. 50. 51.	Yes [ ] No [ ]	Drove a vehicle such as taxicab, messenger van or delivery truck.  Drove long distances occasionally requiring overnight stay.  Drove a commercially rated truck such as dump, cartage, ready mix.  Operated a bus.
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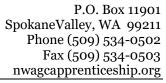


		nwagcapprenticesh
63.	Yes [ ] No [ ]	Worked in continuous high temperature conditions where a person could experience severe discomfort or heat stress such as
	**	80-90 degrees F or above.
64.	Yes [ ] No [ ]	Worked where noise was sufficient to cause distractions and
		vibration of the body such as air 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.
TRA	AINING	
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.
MA	CHINE	
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
79.	res[] No[]	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 [ ]	•
DAT	ΓΑ	
83.	Yes [ ] No [ ]	Prepared and maintained statistical records and reports requiring use of math or make calculations.
84.	Yes [ ] No [ ]	
85.	Yes [ ] No [ ]	•
86		Estimated time required to get a job done



		nwagcapprenticesh
87.	Yes [ ] No [ ]	Interpreted a variety of technical instruction and/or materials in books, manuals, catalogs or texts.
00	37 F 1 NI - F 1	
88.	Yes [ ] No [ ]	Took readings or registers, meters and similar recording equipment.
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.
MAT	ГН	
92.	Yes [ ] No [ ]	Used arithmetic to add, subtract, multiply and divide.
93.	Yes [ ] No [ ]	Made arithmetic calculations involving fractions, decimals,
93.	res[] No[]	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.
PEO	PLE	
	Yes [ ] No [ ]	Communicated with others by phone to relay or receive any type
70.	restinoti	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.
00	Vac [ ] Na [ ]	
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.
		•
TIM	E	
103	Yes [ ] No [ ]	Took training or worked away from home overnight on temporary
105.	rest j Not j	assignment.
104	Yes [ ] No [ ]	Regularly met urgent time pressures and deadlines such as rush
104.	res[] No[]	jobs, etc.
105.	Yes [ ] No [ ]	Worked changing shifts.
	Yes [ ] No [ ]	Worked evenings, night shift, overtime or extra hours.
	Yes [ ] No [ ]	Worked irregular hours.
	Yes [ ] No [ ]	Worked part-time while going to school such as newspaper route
100.	163[] 140[]	or fast food restaurants, weekends on a fairly routine basis.
		of fast food restaurants, weekends on a failty foutine basis.

### **SUPERVISION**





	in was cappion tiecs.
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.
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.
11 – 20 Yes responses 1 pc 21 – 30 Yes responses 2 pc 31 – 40 Yes responses 3 pc 41 – 50 Yes responses 4 pc 51 – 60 Yes responses 5 pc 61 – 70 Yes responses 6 pc 71 – 80 Yes responses 7 pc 81 – 90 Yes responses 8 pc	oints
TOTAL "YES" RESPONSES:	
TOTAL POINTS:	
Comm.Member/Coordin	nator Date: