

# Sheet Metal Apprenticeship Program

## Application Information

### APPLICATION PROCESS:

- Complete Application and Registration Agreement.
- Submit high diploma or GED certificate AND an Oregon Career Readiness Certificate—minimum Silver Level. This documentation is required to meet minimum qualifications and will be used to score additional points.
- Return completed application and agreement, high school diploma or GED certificate AND the Oregon Career Readiness Certificate to the ABC office, 8625 SW Cascade Ave, Suite 100, Beaverton, OR 97008.
- Applicants will be scored based on the following point system:

### CAREER READINESS:

Oregon Career Readiness Certificate for Applied Mathematics` Maximum 20 points  
Silver (Proficient Level)—10 Pts; OR Gold (Advanced) Level—15 points

Oregon Career Readiness Certificate for Reading for Information Maximum 15 points  
Silver (Proficient Level)—10 points OR Gold (Advanced) Level—15 points

Oregon Career Readiness Certificate for Locating Information Maximum 15 points  
Silver (Proficient Level)—10 points OR Gold (Advanced) Level—15 points

### WORK EXPERIENCE & CHARACTER—INTERVIEW

Maximum 50 points

- There will be an interview scheduled. You will be notified by mail of the date and the time for the scheduled interview. You must complete the interview to be ranked for the applicant pool of eligibles.
- All applications are reviewed and scored based on the applicant's documentation and a scored interview. The applicants who meet the minimum qualifications and complete the interview will be scored and ranked. Based on the score the applicants are then placed in ranked order to the **Pool of Eligibles**. Applicants are notified by mail of their rank on this list within the two weeks the interview.
  - i) The ranking of the applicants on the Pool of Eligibles *changes* when new applicants are added to the list each month and all applicants are re-ranked according to their total score. You will be notified of your new ranking.
  - ii) Qualified applicants remain on the Pool of Eligibles for up to two years. You can increase your score while in the Pool of Eligibles by improving your score on the Oregon Readiness Certificate.
  - iii) You must notify the office of any change to your address or phone number. You will be removed from the pool if you do not keep your contact information current.
  - iv) Applicants at the top of the Pool of Eligibles qualify to move into the **Ready for Employment List** which consists of 5 applicants. Sheet Metal training agents interested in hiring apprentices are given the names of the individuals on this Ready for Employment List and then contact applicants to schedule an employer interview. When two applicants are hired from the Ready for Employment List the top applicants from the Pool of Eligibles are moved onto the Ready for Employment list.

### KEYS TO SUCCESS:

- Maintain a good driving record and a drug-free lifestyle
- Possess a valid driver's license and have access to reliable transportation and liability insurance
- Be physically capable of climbing and standing on a ladder for long periods of time and able to lift and/or move up to 50 lbs consistent with trade practice
- Demonstrate a good work ethic by arriving at work on time and completing an honest days work
- Follow the instructions of your supervisor and work as a team member with others

Sheet Metal JATC c/o Associated Builders and Contractors  
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