

*JOINT APPRENTICESHIP & TRAINING COMMITTEE
7193 JONESTOWN ROAD, HARRISBURG, PA. 17112
Telephone (717)652-3294 Fax (717) 541-1033*

*Representing
Plumbers & Pipefitters Local Union #520 of the
United Association of Plumbing & Pipefitting and the
Mechanical Contractors Association of Central Pennsylvania*

APPRENTICE SELECTION PROCEDURE

Apprenticeship applications will available on line @ Local520.com or can be picked up at Local 520 Joint Apprenticeship Office, Tuesday, Wednesday and Thursday from 1:00 pm to 3:00 pm.

Local 520 Plumbers & Pipefitters Training Facility, 7193 Jonestown Road, Harrisburg, PA 17112.

Completed applications and all necessary paper work will be processed at Local 520 Joint Apprenticeship Office, Tuesday, Wednesday and Thursday from 1:00 pm to 3:00 pm.

Completed applications are as follows:

(1) Application

(2) Two (2) Reference Forms (submitted by someone not related to the applicant).

Required Reference Forms will be provided to the applicant.

(3) COPY of Birth Certificate.

(4) COPY of your High School Diploma or Equivalent (GED) with Test results.

COPY of any post High School Diplomas from any other academic institutions and/or training programs.

Note: If a senior in high school, you must be at least seventeen (17) years of age and eighteen (18) years of age before being eligible to be assigned to a contractor for work. Seniors must supply a letter of intent to graduate.

Note: If Applicant's High School Diploma is lost or misplaced, Applicant must get a letter from the School or School District on its letterhead certifying the year and date that Applicant did graduate.

(5) COPY of High School Transcripts for Applicant's final 3 years of High School. Must be in English or Applicant will be required to have documents translated at Applicant's expense.

Note: If Applicant has a GED High School Transcripts are still required.

(6) *Drug Screening Results (must be negative to any illegal, un-prescribed medication. Presence of prescription medications must be revealed, with copy of physician's prescription, prior to undergoing drug screening.

(7) Application Fee \$10.00 (non refundable) cash, check or money order.

(8) VALID Driver's License (Must show at time of application).

(9) Copy of DD 214, Military Transfer or Discharge form (if applicable).

Application's not accompanied by all required documents will not be accepted.

Resumes and College Transcripts are a plus, please include them with your application.

(10) **Proficiency Test.

**** Proficiency Test Date will be furnished when completed application is processed, which is given at Local 520 Plumbers & Pipefitters Training Facility, and administered by a third party..**

**** Proficiency Test Results with a minimum proficiency grade level of 7.5 in all three categories math, reading and mechanical reasoning.**

**** Any person that does not meet the minimum proficiency level may retest in the next quarter.**

*** Scheduling, Obtaining and Cost of Drug Screening will be the responsibility of the applicant.**

Address and phone number of Drug Screening Laboratory.

Holy Spirit Health System, Occupational Health

503 North 21st Street, Camp Hill, PA 17011, Phone 717-972-4351

Hours of Operation are Monday through Friday 7:30 am to 4:00 pm

*** Cost of Drug Screening will be reimbursed if applicant becomes a registered apprentice.**

Physical examination will be required by all successful applicants; this test will be administered and financed by Local Union 520 Health & Welfare.

Questions may be directed to the J.A.T.C. Office Monday to Friday between the hours of 8:00 A.M. and 4:00 P.M. (717) 652-3294.

Application Procedures will be reviewed annually and modified as required which may include Proficiency testing procedure, drug screening and administration fees.