

Northern Ontario Joint Apprenticeship Council

Application for An Electrical Apprentice

In Co-operation with :

Electrical Contractors Association of Northern Ontario

International Brotherhood of Electrical Workers, Local 1687

Ministry of Education and Training, Apprenticeship Branch

Construction Safety

Association of Ontario



Ministry of Education
Ministry of Training, Colleges and Universities

Application for Electrical Apprentice

Please read the Application Introduction and Summary carefully before completing and submitting your Application Form to NOJAC for review.

Introduction

Anyone seeking employment as an electrical apprentice with an Electrical Contractor who is a member of the Electrical Contractors Association of Northern Ontario, the **ECANO**, or the International Brotherhood of Electrical Workers, Local 1687, the **IBEW**, should be aware that all application review and applicant selection, shall fall under the jurisdiction of **NOJAC**, the **Northern Ontario Joint Apprenticeship Council**.

Information included on this Application Form, will remain confidential, and only used by the NOJAC Council in the Application Review Process.

Application Summary

All written applications submitted to NOJAC, will be reviewed by the NOJAC Council, and applicants who meet, or exceed the minimum requirements of this NOJAC Application, will be invited to write an Industry Aptitude Test. Applicants will be notified by regular mail to attend the next scheduled Industry Aptitude Test.

Any applicant, who has an application form on file with NOJAC, is responsible for notifying the NOJAC office of any change of address and telephone number. This will insure that an applicant does not miss the opportunity to write the next available Industry Aptitude Test.

All applications submitted to NOJAC, are required to have photocopies of complete proof of education. Photocopies required in this Application, are an applicant's Post Secondary Grade 12 Graduation Diploma and Transcript of Secondary School Marks. Transcript of Marks shall be complete with course numbers, year, level and phase of difficulty an applicant has completed.

- ***Do not submit original transcripts and diplomas!***
- ***Do not submit the Application Introduction and Summary with your Electrical Apprentice Application Form.***
- ***A current resume is required, and must be included with your Electrical Apprentice Application Form.***

NOJAC Application Forms are available from:

**Northern Ontario Joint Apprenticeship Council
c/o MORCOM Inc.
Times Square, 1760 Regent Street South, Sudbury ON P3E 3Z8
Tel: 705-674-1361 Fax: 705-522-1502**

**Apprenticeship Branch, Ministry of Education
159 Cedar Street, Suite 506
Sudbury, Ontario, P3E 6A5
Telephone: 564-3030**

**International Brotherhood of Electrical Workers, Local 1687
1204 St. Jerome Street
Sudbury, Ontario, P3A 2V9
Telephone: 566-1687**

**Electrical Contractors Association of Northern Ontario
Times Square, 1760 Regent Street South, Sudbury ON P3E 3Z8
Tel: 705-674-1361 Fax: 705-522-1502**

Any **Unionized Electrical Contractor** who is known to the applicant.

EDUCATIONAL REQUIREMENTS

All applicants wishing to apply to NOJAC for an electrical apprenticeship, are required to have completed the minimum of a Grade 12 education, having attained a **Secondary School Grade 12 Graduation Diploma** with six subjects at the 4th year level. Subjects taken must include:

- a) **English** or **French**, 4th year level
- b) **Mathematics**, 3rd and 4th year level
- c) **Physics** and **Chemistry** - 3rd or 4th year level
or
- c) **Senior Science** 3rd or 4th year level and
Electrical / Electronics 3rd or 4th year level

Any other approved post secondary diploma.

Applications **will not be considered** without proper photocopies of the applicants Secondary School Graduation Diploma or Approved Post-Secondary Diploma, and their Transcript of Marks. Photocopies of any other courses taken, or certificates achieved by the applicant would be considered an asset.

NOJAC's minimum educational requirements for application exceed the minimum requirements currently dictated by legislation.

GRADE 12 GENERAL KNOWLEDGE TEST : After review of applications by the NOJAC Council, all qualifying applicants will be invited to write NOJAC's Aptitude Test. For an applicant to be successful, and advance to the next level of the application process, an applicant must obtain a passing grade on the Aptitude Test. An applicants who fail the Aptitude Test, will be asked to reapply.

INTERVIEWS : All applicants who have successfully completed the Aptitude Test will be asked to attend an interview with the NOJAC Council. All applicants who are accepted after the applicant interview process has been completed, will then be required to attend a series of orientation and safety courses, supplied by the NOJAC Council, prior to being eligible to work in the Electrical Trade.

ORIENTATION AND SAFETY COURSES : Upon completion of the interview segment of the application, all applicants who have been accepted by the NOJAC Council, shall be required to attend NOJAC's Orientation Course. All details of NOJAC's rules and regulations will be explained.

Before an applicant is eligible to start working in the electrical trade, candidates must attend and successfully complete the Accident Prevention Educational Program Safety Course (APEP Level 1) and Workplace Hazardous Material Information System (WHMIS). Certificates from other sources for the above courses will not exempt applicants from attending these NOJAC courses. Attendance is mandatory.

There will be **no remuneration** for these courses, however, hours spent attending these courses, can be applied towards an apprentice's Contract of Apprenticeship.

Only upon successful completion of all Orientation and Safety courses required by NOJAC, an applicant will then be considered as a Probationary Apprentice with NOJAC, the ECANO and the IBEW Local 1687. NOJAC will forward all Probationary Apprentice's names to the IBEW Local 1687 office, where their names will be placed on the Union's Apprentice Employment List. Work will be assigned from the IBEW Union Hall as it becomes available.

Being accepted as a Probationary Apprentice, does in no way, guarantee an applicant being granted an Apprenticeship Contract with NOJAC.

This completes the NOJAC Application Introduction and Summary of the Application Process. Please complete the following Application Form, honestly and to the best of your ability.

**NORTHERN ONTARIO JOINT APPRENTICESHIP COUNCIL
ECANO - IBEW, LOCAL 1687
Electrical Construction & Maintenance Industry**

Northern Ontario Joint Apprenticeship Application Form

Reference Number: _____

Aptitude Test Score: _____

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone #: Home: _____ Work/Cell: _____

Social Insurance #: _____ + _____ + _____

Drivers License #: _____ Class: _____

E-Mail Address: _____

Alternate Contact Person:

Name: _____ Relationship: _____

Address: _____

Phone #: Home: _____ Work/Cell: _____

1) Are you or have you ever been a Registered Apprentice in any trade? Yes ___ No ___

If yes, complete the following:

Trade: _____

Country or Province: _____

Total Hours of Apprenticeship Contract: _____

Contract Hours Completed to Date : _____

A photocopy of your current Contract of Apprenticeship is required.

Return Application to:

Northern Ontario Joint Apprenticeship Council
c/o MORCOM Inc.
Times Square, 1760 Regent Street South, Sudbury ON P3E 3Z8
Tel: 705-674-1361 Fax: 705-522-1502
nojac@morcominc.com

2) What experience have you had with the Electrical Trade.....

a) ...at school?

b) ...at home?

c) ...at work?

3) How did you hear about the NOJAC Apprenticeship Program?

4) Why would you like to become an electrical apprentice?

5) **RECORD OF EDUCATION**

School	Course of Study	Dates Attended	Diplomas or Degrees
High school			
College			
University			
Other			

ALL transcripts and diplomas must be included with your application.

(Submit photocopies of the original documents)

6) RECORD OF EMPLOYMENT

Name & Address of Company and Type of Business	Describe the Type of Work you did.	Part Tim	Full Tim	Employment Dates

I have read and understood the NOJAC Apprenticeship Application Process in the matter of apprentice selection and training. If accepted as an electrical apprentice by NOJAC, I agree to participate in all related instruction and pursue the prescribed course of study outlined by the Ontario Apprenticeship and Tradesmen's Qualification Act (1970), and supplement training programs prescribed by the Northern Ontario Joint Apprenticeship Council acting for the Electrical Contractors Association of Northern Ontario and the International Brotherhood of Electrical Workers, Local 1687.

Date: _____ Signature: _____