

STEAMFITTER

APPRENTICE

APPLICATION

INFORMATION

RETURN TO

**Appleton Area Steamfitters'
Joint Apprenticeship Committee**

3315 N. Ballard Rd. Suite D
Appleton, WI 54911-8988

Phone 920-734-3148 • Toll Free 1-877-625-8304
Fax 920-734-6754 or 920-734-3238

QUALIFICATIONS NECESSARY FOR AN APPLICANT TO BE CONSIDERED FOR A PIPE TRADES APPRENTICESHIP

1. Must be at least 18 years of age.
2. Complete the entire application form and return the form with the following:
 - a. High School diploma and transcript or high school equivalency (HSED) certificate and official report of test results
 - b. Military transfer or discharge Form DD-214 or DD-2384, if applicable
 - c. Valid driver's license
3. Successfully complete and pass a required math, algebra and reading test.
4. Before indentureship all applicants may be required to obtain a doctor's certificate of physical fitness for the trade at the time of placement.

IF YOU ARE ACCEPTED FOR AN APPRENTICESHIP YOU WILL BE REQUIRED TO:

1. Serve a 12 month probationary period;
 2. Serve a 5 year apprenticeship (8000 hours minimum);
 3. Report for work on a regular basis;
 4. Provide for your own transportation to and from the job site;
 5. Work under the direction of a journeyman on the job site and perform job duties satisfactorily;
 6. Attend paid-related training classes regularly and maintain an acceptable average in those classes;
 7. Purchase text material for use in related training classes as required;
 8. Abide by all rules and regulations of the Joint Apprenticeship Training Committee;
 9. Successfully pass a drug test when and if required;
 10. Comply with the Non Discrimination and Harassment policy of the Committee.
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Apprenticeship Application EEOC Supplemental Information

Name _____

Social Security Number _____

The Apprenticeship Sponsor is committed to equal opportunity for all applicants. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion; national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

— Please Complete the Following —

The information provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

Race: (CHECK ALL THAT APPLY) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Islander	Ethnic Group: (CHECK ONE) <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Origin Hispanic or Latino
	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

This form will not become part of your Personnel file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.

TESTING PROCEDURE
FOR THE
STEAMFITTER APPRENTICE APPLICANT

All applicants should complete an apprentice application and return it to the apprenticeship office with the required paperwork.

The Technical College will administer the Accuplacer Test (Arithmetic, Algebra and Reading Comprehension)

The test takes approximately 1 hour including registration time.

To schedule an appointment, contact either:

LINDA SCHRAA	or	ASSESSMENT CENTER
FVTC in Appleton		NWTC in Green Bay
(920) 735-5702		1-920-498-5427
Scores are sent to the applicant		No Appointment Necessary
\$15.00 testing fee as of 7-1-06		Bring this letter and picture ID with your signature (driver license or State ID card) with you
		Mon-Thurs 8:00am-7:00pm (arrive no later than 4:30pm)
		Fri 8:00am-4:30pm (arrive no later than 2:30pm)
		Sat 8:00am-11:00am (arrive no later than 8:30am)
		Scores are given to the applicant
		\$20.00 testing fee

THE APPLICANT MUST SPECIFY THAT HE/SHE IS SCHEDULING FOR THE STEAMFITTER JAC TEST.

Please Inform Linda Schraa or the Assessment Center if you have a disability and need accommodations for testing.

The required scores for the tests are as follows:

Arithmetic	51 percentile
Reading Comprehension	30 percentile
Algebra	41 percentile

If these requirements are not met, courses in the GOAL LAB or SKILLS LAB will then be recommended.

The applicant must provide the apprenticeship office with a copy of their test scores. And GOAL completion, if applicable.

GOAL or SKILLS LAB requirements must be completed before the indenture of an applicant.

ACCUPLACER STUDY GUIDE

Computer Delivered Testing

The Computerized Placement Tests (CPT) use testing methods based on computerized adaptive testing techniques. You will take the tests using a personal computer. You will communicate with the computer by using the keyboard or mouse to enter your answers to the tests and to supply other information. A monitor connected to the computer will allow you to see the instructions, questions, multiple choice response options, your responses, and other information presented to you. The test instructions are easy to understand. Entering information also is very easy. A Test Administrator will always be present should you have any questions or problems. The Test Administrator has the ability to resolve difficulties that may occur.

Answering the Questions

Because you take the CPTs on a computer, you don't have to answer as many questions as on traditional paper and pencil tests. You will be presented with from 12 to 20 questions in one or more of the four test areas. The questions will appear one at a time on the computer screen. Most questions are multiple choice. When you have completed the question and verified your answer, a new screen will appear with your next question.

Adaptive Testing

We have found that each test usually takes students 15 to 20 minutes to complete. However, you may take as long as you need to complete each test. The tests are untimed. Each test is designed using adaptive techniques. This means that the computer automatically determines which questions are presented to you based on your responses to prior questions. This technique "zeroes-in" on just the right questions to ask you without being too easy or too difficult. The greater your demonstrated skill level, the more challenging will be the questions presented to you.

Starting to Test

A message will display when the tests are about to start. For example, the message might read:

READING COMPREHENSION TEST

This test measures your ability to understand what you read. Press ENTER to continue.

Every test will be preceded by several sample questions that will familiarize you with the types of questions in that particular test. These sample questions are not scored. When you have completed these, you will continue with the actual test questions. You are shown the correct response for the sample questions only.

Guessing

You should understand that this is an adaptive test. Questions are chosen for you on the basis of your answers to previous questions. Because the test works this way, you **must** answer every question when it is first given. You cannot omit any question or

come back later to change an answer. You may change your answer on a particular question; you must do so before continuing on to the following question. If you do not, the answer is accepted and you **cannot** return to the question. If you do not know the answer to a question, try to eliminate one or more of the choices. Then pick one of the remaining choices.

Description of the Tests

Reading Comprehension

This test is designed to measure how well you understand what you read. Some are of the sentence relationship type in which you must choose how two sentences are related. Other questions refer to reading passages of various lengths. Some passages are 75 words in length, while others are longer.

Arithmetic

This test measures your skills in three primary categories. The first is operations with whole numbers and fractions. This includes addition, subtraction, multiplication, division, and recognizing equivalent fractions and mixed numbers. The second category involves operations with decimals and percents. It includes addition, subtraction, multiplication, and division as well as percent problems, decimal recognition, fraction and percent equivalencies, and estimation problems. The last category involves applications and problem solving. Questions include rate, percent, and measurement problems, geometry problems, and distribution of a quantity into its fractional parts.

Sample Questions

Sample questions are shown below for each of the CPTs explained above. Those presented cover only a few of the areas covered by each test. The correct answers are shown on the last page.

Sample Questions for Reading Comprehension

Question 1: Narrative Question

Read the statement or passage and then choose the best answer to the question. Answer the question on the basis of what is stated or implied in the statement or passage.

There are two types of pottery that I do. There is production pottery- mugs, tableware, the kinds of things that sell easily. These pay for my time to do the other work, which is more creative and satisfies my needs as an artist.

The author of the passage implies that:

- (A) artists have a tendency to waste valuable time
- (B) creativity and mass-production are incompatible
- (C) most people do not appreciate good art
- (D) pottery is not produced by creative artists

Question 2: Sentence Relationships Question

Two underlined sentences are followed by a question or statement about them. Read each pair of sentences and then choose the best answer to the question or the best completion of the statement.

The Midwest is experiencing its worst drought in fifteen years.

Corn and soybean prices are expected to be very high this year.

What does the second sentence do?

- (A) It restates the idea found in the first.
- (B) It states an effect.
- (C) It gives an example.
- (D) It analyzes the statement made in the first.

Sample Questions for Arithmetic

Solve the following problems and choose your answer from the alternatives given.

Question 1:

All of the following are ways to write 20 percent of N EXCEPT

- (A) $0.2N$
- (B) $20/100N$
- (C) $1/5N$
- (D) $20N$

Question 2:

Which of the following is closest to $\sqrt{10.5}$?

- (A) 3
- (B) 4
- (C) 5
- (D) 8

Question 3:

Three people who work full time are to work together on a project, but their total time on the project is to be equivalent to that of only one person working full time. If one of the people is budgeted for $\frac{1}{2}$ of his time to the project and a second person for $\frac{1}{3}$ of her time, what part of the third worker's time should be budgeted to this project?

- (A) $\frac{1}{3}$
- (B) $\frac{1}{4}$
- (C) $\frac{1}{6}$
- (D) $\frac{1}{8}$

Answers to the Sample Questions

Reading Comprehension

1. B
2. B

Arithmetic

1. D
2. A
3. C

APPLETON-NEENAH-MENASHA AREA STEAMFITTER JOINT APPRENTICESHIP COMMITTEE

JOB ENTRY INFORMATION: STEAMFITTER TRADE

OCCUPATIONAL DESCRIPTION

Steamfitters install and maintain pipes and piping systems. These systems often run at high pressure. They supply power for heating and cooling, and for moving oil, chemicals, and other liquids and gases. Steamfitters install such systems in apartment houses, schools, office buildings, and power plants. High pressure piping is also used in plants like dairies or paper mills. Using blueprints, work orders, and building layouts, steamfitters plan their work. They select the kinds of pipes and equipment needed. With hand or power tools, they cut, bend, thread, weld, solder and braze the pipes. Steamfitters also connect the pipes, install valves, gauges, and other controls. They test the system for leaks and make final adjustments.

Steamfitters work for plumbing and pipefitting contractors. They work mainly at new building sites. Often they do maintenance work for governments and utilities. Some steamfitters work in the oil, chemical, and food processing industries.

Most steamfitters work 40 hours per week. Overtime may be required. The work is active and strenuous. It involves much standing and occasionally working in cramped spaces.

ADVANTAGES AND DISADVANTAGES CITED BY WORKERS

Steamfitters find satisfaction in completing a job "well done". They like working on their own much of the time. They say the work is varied and often challenging. Good pay is also another benefit. Drawbacks they mention are working in very hot or cold weather, some dirty working conditions, and very strenuous labor.

WHAT IS AN APPRENTICESHIP PROGRAM?

Apprenticeship is a period of training after high school that combines practical, on-the-job experience with in-school training.

Each year less than one-third of those that apply ever make it into the program. Those who do make it, however, are proven craftspeople who become a part of a vital industry that is critical to the well being of our community.

METHODS OF ENTRY

The preferred method of entry is a steamfitter apprenticeship. This involves a written agreement or contract. The employer agrees to provide on-the-job training and classroom training. The apprenticeship is currently a five (5) year program. Sometimes, persons learn by working several years as helpers to experienced steamfitters. Most jobs are filled through union hiring halls.

WHO MAY APPLY

Any person who has completed high school or its equivalency may apply. Due to the nature of the work and the environment in which it is performed, each prospective applicant should fairly assess his or her motives and abilities before applying.

APPLICATION PROCEDURE

WHAT QUALIFICATIONS DO I NEED?

Applicants are required to have & submit with apprentice application:

1. A copy of original birth certificate
2. A high school diploma and transcript of high school grades
OR
3. High School Equivalency (HSED) and report of test results
4. A valid drivers license
5. Military transfer or discharge Form DD-214, if applicable
6. Successful completion of the aptitude entrance test

All applications when completed must be returned to:

**MCA of North Central WI
3315 North Ballard Road, Suite D
Appleton, WI 54911-8988
920-734-3148**

Applications for all three Steamfitter Committees may be obtained at the:

**Mechanical Contractors Association Office
(Organization Management Services)
3315 North Ballard Road, Suite D
Appleton, WI 54911-8988
Phone: 920-734-3148 OR 1-877-625-8304
Fax: 920-734-6754**

The Green Bay and Fond du Lac Local Union Offices also have applications for their jurisdictions only.

Apprenticeship Jurisdiction:

Appleton-Neenah-Menasha Steamfitters' JAC: The counties of Waupaca and Outagamie, Northwest Section of Calumet (North of city of Stockbridge and West of Highway 57), Northeast section of Winnebago (East of Highway 45, as far South as County Trunk G):

**MCA OFFICE
3315 N. Ballard Road, Suite D
Appleton, WI 54911-8988
920-734-3148**

East Central Wisconsin Steamfitters' JAC: Counties of Adams, Sheboygan, Fond du Lac, Green Lake, Waushara, Winnebago (except N.E. Section East of Highway 45 and North of County Trunk G) Dodge County except Watertown, Southwest quadrant of Calumet (including the city of Kiel):

**460 W. 11th Street
Fond du Lac, WI 54935
920-921-6490**

Green Bay Area Steamfitters' JAC: Wisconsin counties of Brown, East ½ of Calumet, Door, Kewaunee, Manitowoc, Marinette, and Oconto:

**3315 N. Ballard Road, Suite D
Appleton, WI 54911-8988
920-734-3148**

APPLICANT INTERVIEWS

Interviews are scheduled with the committee where applicable. Only those individuals who have submitted a completed application and the required documentation will be scheduled for their applicant interview.

The interview is conducted to achieve these goals:

- Acquaint the applicant with the scope of the trade
- Describe the Steamfitter Apprenticeship Program
- Assess the current economic situation, with regard to its impact on the need for new steamfitter apprentices
- Answer applicant's questions
- Explain the use of the "Letter of Introduction"

If an applicant fails to appear for the scheduled interview without notifying the Committee of his/her inability to appear, the application will be placed in the inactive file. If notified of such an inability prior to the interview, the applicant will be rescheduled to appear at the next interview.

APPLICANT FILES

Applicant files are maintained in the Mechanical Contractors Association office indefinitely as long as the applicant submits written correspondence to the office on an annual basis stating their continued interest in becoming a steamfitter apprentice. When this correspondence is not received, the applicant's file will become inactive. Should an applicant whose file is inactive have renewed interest in becoming an apprentice, he or she may reapply and follow the same procedure as a new applicant.

SEEKING EMPLOYMENT

The Steamfitter committee is not an employer and in no way does it offer or assure employment as a Steamfitter Apprentice to those who have filed applications with it and been interviewed by it. As a result of the interview, the committee provides the applicant with a "Letter of Introduction". Without this letter, it is doubtful that an employer will take the time to talk with a person seeking employment as a Steamfitter Apprentice.

With the "Letter of Introduction", the applicant may seek employment with any of the Mechanical Contractors who are operating within the jurisdictional area of Local 400.

The employment decision rests with the employer unless the Committee is required by goals and timetables to contract with either a female or minority applicant.

When an employer decides to hire an applicant, the firm files an application to contract with an apprentice and the committee. The committee, the employer, and the applicant meet for an interview, which is done twice a year in August and February. If the contract is acceptable to all parties, the Committee submits the contract to the State Department of Workforce Development for its approval.

The new applicant may begin working for the employer as a Steamfitter Apprentice while awaiting the approval by the Bureau.

10/21/02
Sf umbrella
Job entry info Appleton