



CONTRACTOR REQUEST FOR PRE-APPRENTICE

Contractor _____

Address _____

City/St./Zip _____

DATE: _____

1. List the number of Journeymen you currently employ: _____
2. List the number of apprentices you currently employ: _____
3. Number of pre-apprentices desired: _____
4. Date pre-apprentices desired: _____

Pre-apprentices will be taken from the list of eligible candidates for the apprentice program that is on file at the JATC. Per the collective bargaining agreement, they are to be employed for a period of one year only, during which time they are to be attempting to become an apprentice. (At the discretion of the JATC, an additional amount of time could be granted for extenuating circumstances).

Please make every effort to notify the JATC of your request a few weeks prior to the employment date to allow the person to give some notice at their current place of employment.

In order to use this program to its best potential, all requests for pre-apprentices should be based on keeping them employed for a minimum of three months. This requirement does not include them being dismissed for cause. Journeyman to apprentice to pre-apprentice ratios will be monitored.

Employers will be required to fill out monthly evaluation forms on the pre-apprentices to document their progress and help determine their future in the industry. All pre-apprentices will be required to apply to become an apprentice during their pre-apprenticeship year. Pre-apprentices will not be automatically indentured into the Apprenticeship Program.

Pre-apprentices will not be registered with the Department of Labor and therefore will not be allowed to work on prevailing wage projects.

Requests for Pre-Apprentices are to be made through the Apprentice Office and will be dispatched from the Union Hall.

(Signature of contractor representative requesting the Pre-Apprentice)

**Please note: RETURN THIS FORM TO THE SHEET METAL APPRENTICE OFFICE
9703 EAST 53RD STREET, RAYTOWN, MISSOURI 64133**

FAX # (816) 353-0486