

# PLUMBING APPRENTICESHIP APPLICATION FORM

**MILWAUKEE AREA JOINT  
PLUMBING APPRENTICESHIP COMMITTEE**  
11175 W Parkland Ave  
Milwaukee, WI 53224  
(414)359-1318

*Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)]. The provision of your social security number is mandatory under Wisconsin Statutes. Your social security number will be used for identification purposes. If you do not provide your social security number, your application will be denied.*

Date of Application: \_\_\_\_\_

Ever completed an application with us before?    **NO**    **YES** If YES, when? \_\_\_\_\_

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH (MM/DD/YYYY)</b>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<b>STREET ADDRESS</b>	<b>APARTMENT/UNIT NUMBER</b>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>CELL NUMBER</b>	<b>ALTERNATE CONTACT NUMBER</b>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<b>EMAIL (print CLEARLY)</b>		
<input style="width: 95%;" type="text"/>		

**EDUCATION:**

Check the **ONE** that applies and complete the remaining info below it.

HIGH SCHOOL DIPLOMA	GED or HSED	STILL IN HIGH SCHOOL
Name of High School	Name of GED/HSED Testing Center	Name of High School
City/State of High School	City/State of Testing Center	City/State of High School

**TESTING REQUIREMENT:**

To meet our Testing Requirement, check the **ONE** Assessment that you wish to use & complete the remaining beneath.

I WANT TO USE PRIOR ACCUPLACER SCORES	I WANT TO USE PRIOR ACT SCORES	I WILL NEED AUTHORIZATION TO TAKE THE ACCUPLACER TEST
Name of Testing Facility	Name of Testing Facility	
Month/Year of Test	Month/Year of Test	

*\* For consideration of scores from a prior assessment (test), ALL required categories must have been completed.  
\*\* Scores are only valid for 5 years from the test date.*

**EMPLOYMENT HISTORY:**

Starting with your **MOST RECENT** or **LATEST** employment, **complete the info below** (write **“NO EMPLOYMENT HISTORY”** if you have never been employed):

EMPLOYER NAME	CITY	DESCRIPTION OF WORK PERFORMED	(MO/YR) FROM	(MO/YR) TO	REASON FOR LEAVING

I AM LEGALLY ABLE TO WORK IN THE UNITED STATES:    YES    NO

I POSSESS A VALID DRIVER’S LICENSE:    YES    NO    If NO, when will you have one? \_\_\_\_\_

I HAVE MILITARY SERVICE?    NO    YES    BRANCH OF SERVICE: \_\_\_\_\_

*If “YES”, do you qualify for Veterans’ Benefits?*    YES    NO    UNSURE

**PHYSICAL CONDITION:**

Apprenticeship in the plumbing trade will require hard physical labor, such as lifting heavy loads and digging in the ground, climbing ladders, working in high places and confined spaces. **Answer all of the following questions:**

I AM PHYSICALLY ABLE TO PERFORM THE WORK OF THE TRADE WITH OR WITHOUT REASONABLE ACCOMMODATION:	YES	NO
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I HAVE A CONDITION THAT WOULD ENDANGER MY SAFETY OR THE SAFETY OF OTHERS ON A CONSTRUCTION SITE:	YES	NO
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I TAKE MEDICATION THAT WOULD ENDANGER MY SAFETY OR THE SAFETY OF OTHERS ON A CONSTRUCTION SITE:	YES	NO
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**The information I have given on this application is complete and true to the best of my knowledge. I understand that failure to complete any portion of this application may result in my application being rejected.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

# 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.

<b><u>RACE:</u></b> (check ALL that apply) White Black Asian American Indian or Alaskan Native Hawaiian / Pacific Islander	<b><u>ETHNIC GROUP:</u></b> (check ONE) NOT Hispanic or Latino Origin Hispanic or Latino
	<b><u>GENDER:</u></b> (check ONE) Male Female
	<b><u>DISABILITY:</u></b> (check ONE) Yes                  No

## How were you made aware of our Plumbing Apprenticeship Program?

(please check ALL that apply)

- |                                     |                       |
|-------------------------------------|-----------------------|
| School Career Fair/Workshop         | Military              |
| Guidance Counselor                  | Relative In Trades    |
| Shop Class                          | Friend in Trades      |
| Technical College                   | Internet              |
| Community-Based Org. (ex: BIG STEP) | Radio/TV/Billboard Ad |
| Job Center                          | Other (explain)       |

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

**MILWAUKEE AREA JOINT PLUMBING APPRENTICESHIP COMMITTEE**

**Plumbers Local 75 Building  
11175 West Parkland Avenue  
Milwaukee, WI 53224  
(414)359-1318**

Jurisdiction: Milwaukee, Ozaukee, Washington & Waukesha counties.  
School: Plumbers Local 75 Training School

**MINIMUM QUALIFICATIONS**

1. **ABILITY** – Physically capable of performing the work of the trade with or without reasonable accommodations. Working conditions are active and strenuous. Work environment may include factories, homes, businesses, and construction sites where there are pipes and related systems. Able to use hand and power tools, lift heavy materials, dig in the ground, climb ladders, and work in tight spaces. Able to stand for long periods of time. Indoor and outdoor work, in all types of weather is expected.
2. **AGE** - At least 17 years old at time of application, but not less than 18 years old at time of placement with a plumbing company as an apprentice.
3. **EDUCATION** - High School Diploma or GED/HSED from a state-accredited or state-approved school.
4. **WORK AUTHORIZATION** – Legally able and authorized to work in the United States.
5. **DRIVERS LICENSE** – Valid Driver's License and access to reliable transportation to get to and from work and school daily.

**APPLICATION PROCESS**

1. **APPLY** – Submit a completed, signed & dated application issued by the Milwaukee Area Joint Plumbing Apprenticeship Committee. Application includes your full Social Security Number and EEOC Supplemental Information Form.
2. **TRANSCRIPTS** – Official copy (includes school seal/stamp) of High School Transcript OR GED/HSED Test Results Report from a state-accredited or state-approved school. No post-secondary documents; no photocopies, faxes or emails. Foreign Transcripts must be translated AND evaluated to reflect the equivalent of meeting high school graduation standards in the U.S. Transcripts may be sent directly from the institution to our office or hand-delivered if enclosed in the institution-sealed envelope.
3. **ASSESSMENT** – Achieve minimum scores in required categories on an approved assessment (test).
4. **MEET WITH COMMITTEE** – Receive a Letter of Introduction permitting the Qualified Applicant to seek employment as a plumbing apprentice.
5. An application becomes expired after (1) year of inactivity & is purged after (5) years of inactivity.

**SELECTION PROCEDURES**

1. **EMPLOYMENT** – Find an approved employer to hire you as a plumbing apprentice.
2. **NEW APPRENTICE REQUEST** – Employer submits form requesting Qualified Applicant as an Apprentice. Form is evaluated to determine if a placement can happen at that time (based on Layoff Policy).
3. **DRUG TEST** – Successfully pass a recognized drug test prior to placement as an apprentice.
4. **SIGN CONTRACT** – Meet with Committee to go over program requirements, obligations, and apprenticeship standards. Sign Apprentice Contract.

# \*\*\*KEEP FOR YOUR RECORDS\*\*

## MILWAUKEE AREA JOINT PLUMBING APPRENTICESHIP COMMITTEE

Plumbers Local 75 Building  
11175 West Parkland Avenue  
Milwaukee, WI 53224  
(414)359-1318

Jurisdiction: Milwaukee, Ozaukee, Washington & Waukesha counties.  
School: Plumbers Local 75 Training School

### CHECKLIST

Check "✓"  
When Done

**SUBMIT COMPLETED APPLICATION**

- ▶ All information filled in clearly/legibly, including full SSN
- ▶ Signed & Dated
- ▶ Includes EEOC Supplemental Information Form
  - Incomplete applications will be rejected

**SUBMIT OFFICIAL TRANSCRIPT of HS OR GED**

*(see Transcript Requirements handout)*

- ▶ **High School** – Includes graduation date
- ▶ **GED/HSED** – Includes date of issuance
- ▶ Official Copy (includes School Seal/Stamp)
  - Submit in institution-sealed envelope

**PASS ASSESSMENT (TEST)**

*(see Assessment Requirements handout)*

- ▶ Use 1 Test Type (**ACCUPLACER or ACT**)
- ▶ Prior Scores valid for 5 years from test date
- ▶ Allowed retest in failed ACCUPLACER categories only
  - Retest Authorization Form required

**RECEIVE "LETTER OF INTRODUCTION"**

- ▶ Session with Committee (JAC) held 1 time per month
- ▶ Introduces you as Qualified Applicant of our program
- ▶ Expires after 1 year

**FIND EMPLOYMENT**

- ▶ Given list of approved employers at LOI session
- ▶ Employer submits Request Form to JAC Office
- ▶ JAC Office reviews/approves request

**PASS DRUG TEST**

- ▶ Administered by 3<sup>rd</sup> party
- ▶ Enrolled in Drug Program, subject to random screens

**SIGN APPRENTICE CONTRACT**

- ▶ 5-year program / minimum 8,000 hours
- ▶ 1<sup>st</sup> year/2000 hours = Probationary Period
- ▶ Minimum of 75% in all related instruction courses

**WHEN ALL BOXES ARE CHECKED -**

**CONGRATULATIONS – NOW YOU ARE OFFICIALLY  
A PLUMBING APPRENTICE!**



# APPLICATION PROCESS FOR PLUMBING APPRENTICESHIP

## MILWAUKEE AREA JOINT PLUMBING APPRENTICESHIP COMMITTEE

(Plumbers Local 75 Building)  
 11175 West Parkland Avenue, Milwaukee, WI 53224-3135  
 (414) 359-1318

[www.plumbers75.com/discover-apprenticeship](http://www.plumbers75.com/discover-apprenticeship)

**MAKE SURE TO UPDATE YOUR CONTACT INFORMATION WITH THE APPRENTICESHIP OFFICE.**

<p><b>STEP</b></p> <p><b>1</b></p>	<p><b>APPLICATION</b></p> <p>PARTICIPATE in an online Orientation/Application session. <b>Register in the Pipe Trade Careers Portal for access:</b> <a href="https://pipetradecareers.com/wi/75/">https://pipetradecareers.com/wi/75/</a>.</p> <p>DOWNLOAD, COMPLETE and RETURN the Application form and EEOC Supplemental Information form to the Apprenticeship Office (11175 W Parkland Ave, Milwaukee, WI 53224) - <b>NO EMAILS.</b></p>
<p><b>STEP</b></p> <p><b>2</b></p>	<p><b>TRANSCRIPTS (HIGH SCHOOL or GED/HSED)</b></p> <p><b>HIGH SCHOOL:</b> Official copy, includes school seal/stamp, all grades &amp; date of graduation</p> <p><b>GED/HSED:</b> Official copy, includes test scores &amp; date of issuance.</p> <ul style="list-style-type: none"> <li>* Must be from a state-accredited or state-approved institution.</li> <li>* Diplomas/Certificates NOT acceptable forms of documentation.</li> <li>* Sent from the institution to the Apprenticeship Office OR if issued to self, must <b>remain in institution-sealed envelope - NO photocopies, faxes or emails.</b></li> </ul>
<p><b>STEP</b></p> <p><b>3</b></p>	<p><b>ASSESSMENT (ACCUPLACER or ACT)</b></p> <p><b>ACCUPLACER:</b> Use our <b>TEST AUTHORIZATION FORM</b> to take the ACCUPLACER OR as <b>CONSENT TO RELEASE</b> your scores for a prior ACCUPLACER test.</p> <p><b>ACT:</b> Visit <a href="http://act.org">act.org</a>, select the “How to Send Scores” link &amp; use our College Code: <b>8002</b></p> <ul style="list-style-type: none"> <li>* Scores are considered valid for five (5) years from the test date.</li> <li>* Must have taken ALL required categories for a prior assessment to be accepted.</li> <li>* Scores must be <b>sent from the Testing Facility</b> to the Apprenticeship Office.</li> </ul>
<p><b>STEP</b></p> <p><b>4</b></p>	<p><b>LETTER OF INTRODUCTION</b></p> <ul style="list-style-type: none"> <li>* At a session scheduled by the Apprenticeship Office, receive your Letter of Introduction, which “introduces” you as a <b>QUALIFIED APPLICANT</b> of our program.</li> <li>* Use your letter to apply with plumbing companies.</li> <li>* We will provide you a partial list of plumbing companies currently approved to train apprentices with our program.</li> <li>* Your name &amp; contact information will also be available to plumbing companies requesting that information.</li> </ul>
<p><b>STEP</b></p> <p><b>5</b></p>	<p><b>SELECTION</b></p> <ul style="list-style-type: none"> <li>* Find a plumbing company to hire you as an apprentice.</li> <li>* <b>The company will submit a NEW APPRENTICE REQUEST FORM</b> to the Apprenticeship Office requesting to place you as an apprentice.</li> <li>* The Apprenticeship Office will review the request, for approval.</li> <li>* You will be required to pass a pre-employment drug test.</li> <li>* The Apprenticeship Office will go over program requirements, obligations &amp; standards.</li> <li>* You will sign an Apprentice Contract.</li> </ul>

**AN APPLICATION BECOMES EXPIRED AFTER (1) YEAR OF INACTIVITY & IS PURGED AFTER (5) YEARS OF INACTIVITY.**

This Committee will not discriminate against apprenticeship applicants or apprentices on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, marital status, arrest or conviction record, membership in the armed forces, or because they are an individual with a disability or a person 40 years old or older. This Committee will take affirmative action to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under 29 CFR part 30 and the equal employment opportunity rules of the state of Wisconsin. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities.



**STEP**

**2**

**TRANSCRIPTS**

**\*\*\*NO PHOTOCOPIES, FAXES OR EMAILS ACCEPTED\*\*\***

**A. HIGH SCHOOL GRADUATE**

1. Must be from a state-accredited or state-approved school
2. Submit an OFFICIAL copy of your FINAL High School transcript (*diploma is NOT acceptable*).
3. Must include Date of Graduation and all grades.
4. Must include School Stamp/Seal.
5. Must be sent from the school to our office OR if issued to self - must remain in the institution-sealed envelope.

**B. GED/HSED RECIPIENT**

1. Must be from a state-accredited or state-approved institution.
2. Submit an official copy of your Certified GED/HSED Transcript (*certificate is NOT acceptable*).
3. Must include Date of Issuance and all scores.
4. Must include Official Stamp/Seal
5. Must be sent from the institution to our office OR if issued to self - must remain in institution-sealed envelope.

**C. HOME-SCHOOLED (without GED/HSED)**

1. Submit a copy of the PI-1206 Home-Based Private Education Program Registration forms filed for each year home-schooled, in order to verify meeting the criteria set forth by the Wisconsin Department of Public Instruction (for out of state – provide proof of registration with your state as a home-schooled student).
2. Submit an official copy of your FINAL transcript.
3. Must include Date of Graduation and all grades.
4. Must include Name of Home School and School Stamp/Seal OR administrator signature.
5. Must be sent from the school to our office OR if issued to self - must remain in the institution-sealed envelope.

**D. FOREIGN TRANSCRIPT**

1. Documents must be translated to English.
2. Documents must be officially evaluated by a certified agency to name & describe all diplomas, certificates, degrees, periods of education or training, courses and grades, giving U.S. equivalencies for each (*list of approved, certified agencies available upon request.*)
3. Certifying Agency must provide a statement that verifies the diploma, certificate, degree and/or period(s) of education or training are, at minimum, the equivalent of high school graduation requirements/standards in the United States.
4. Must be sent from the institution to our office OR if issued to self - must remain in institution-sealed envelope.

**E. NOT A GRADUATE OR GED/HSED RECIPIENT**

1. Contact the State of Wisconsin Department of Public Instruction to request information on obtaining a General Education Development Certificate or High School Equivalency Diploma: <https://dpi.wi.gov/ged>.



**STEP**  
**3**

**ASSESSMENT**

**EFFECTIVE 06/01/17, MINIMUM SCORES IN ALL CATEGORIES FROM ANY ONE (1) ASSESSMENT (TEST), AS NOTED BELOW, WILL BE ACCEPTED FOR MEETING OUR TESTING REQUIREMENT.**

ACCUPLACER CLASSIC (not available after 1/27/19)	ACCUPLACER NEXT GEN. (effective 06/15/19)	ACT (CODE 8002)
66 - READING COMP.	244 - READING	16 - READING
66 - ARITHMETIC	237 - ARITHMETIC	15 - MATH
33 - ELEM. ALGEBRA	235 - QAS (Quantitative Reasoning, Algebra & Statistics)	

**\*PRIOR SCORES ARE CONSIDERED VALID FOR FIVE (5) YEARS FROM THE TEST DATE\***

**\*\*You must have taken all required categories, listed above, for prior assessment scores to be accepted\*\***

**TESTING**

We refer applicants to take the computerized **ACCUPLACER-Next Generation** version. ACCUPLACER - a widely used College Placement Exam - is untimed and works on a sliding difficulty scale, depending on how you answer each question. Testing Facilities may charge you a fee for the test (\$20.00-\$30.00). Use our **TEST AUTHORIZATION FORM** to gain entrance to the testing facility of your choice (test is scheduled by applicant). A Photo ID is usually required to gain entrance.

**TESTING FACILITIES:** MILWAUKEE AREA TECHNICAL COLLEGE (Downtown) - [www.matc.edu](http://www.matc.edu) 414-297-6233  
WAUKESHA AREA TECHNICAL COLLEGE (Pewaukee) - [www.wctc.edu](http://www.wctc.edu) 262-695-6215  
WRTP/BIG STEP (3841 W. Wisconsin Ave, Milwaukee) - [www.wrtp.org](http://www.wrtp.org) 414-937-3600

**\*\*IF YOU HAVE A DOCUMENTED LEARNING DISABILITY and wish to have special accommodations during testing, please notify our office IMMEDIATELY so we can discuss the requirements & procedure for this different testing process.**

**SCORES**

Scores will be accepted from the Testing Facility **ONLY** by mail or email - **SCORES SUBMITTED ANY OTHER WAY WILL NOT BE ACCEPTED.** After our office receives your scores, you will be notified by letter letting you know whether you qualify or fail to qualify to meet with the Apprenticeship Committee to be issued a Letter of Introduction. **PLEASE ALLOW 2 WEEKS FROM YOUR TEST DATE OR SCORE RELEASE DATE TO PROCESS RESULTS.**

**NEW:** Request ACT scores at [www.act.org](http://www.act.org) "How to Send Scores" link using our College Code

**8002**

**FAILURES & RE-TESTING**

A retest in any failed category of the ACCUPLACER (**only**) will be permitted **provided six (6) months has lapsed** since testing **OR you receive tutoring** in the area(s) failed, from an approved tutoring agency (proof of which is submitted to the Apprenticeship Office.) Upon approval, a **RETEST AUTHORIZATION FORM** will be issued to you by the Apprenticeship Office. A retest fee of \$5.00 per category may be assessed.





## ACCUPLACER TEST AUTHORIZATION & CONSENT TO RELEASE SCORES

I am an applicant of the MILWAUKEE AREA JOINT PLUMBING APPRENTICESHIP COMMITTEE. This letter authorizes me to take the **ACCUPLACER Next-Generation Test** OR acts as a consent to release prior test scores in the following (3) categories:

1. READING
2. ARITHMETIC
3. QUANTITATIVE REASONING, ALGEBRA & STATISTICS (QAS)

**\*AUTHORIZATION TO RETEST REQUIRES SEPARATE APPROVAL FROM THE APPRENTICESHIP OFFICE.**

Applicant's Name (First, Middle Initial, Last): \_\_\_\_\_  
Social Security # (last 4): \_\_\_\_\_ XXX-XX-\_\_\_\_\_  
Name of Testing Facility: \_\_\_\_\_  
Address of Testing Facility: \_\_\_\_\_  
City/State/Zip of Testing Facility: \_\_\_\_\_  
Date(s) of Testing: \_\_\_\_\_

I hereby authorize the above-named facility to release any and all of my test scores, to the MILWAUKEE AREA JOINT PLUMBING APPRENTICESHIP COMMITTEE, for the purpose of potential employment/eligibility for a plumbing apprenticeship.

I understand that my records are protected under federal and state confidentiality laws, and cannot be disclosed without my written consent unless otherwise authorized in applicable federal regulations. By my signature below, this facility is released from any liability as a result of the disclosure of test score information. I also understand that I may revoke this consent at any time by providing this facility with written notification. This consent will be valid for one year from the date on which it is signed.

I understand that I am not required to sign this consent form; but that, without it, the testing facility may not be able to release my test scores.

I certify that I am 18 years of age or older.

\_\_\_\_\_  
Signature - Applicant for Apprenticeship

\_\_\_\_\_  
Date

**\*\*TESTING FACILITY ONLY - PLEASE FORWARD SCORES BY:**

(MAIL) MILWAUKEE AREA JOINT PLUMBING  
APPRENTICESHIP COMMITTEE  
11175 West Parkland Avenue  
Milwaukee, WI 53224

OR  
(EMAIL) [stephanie@plumbers75.com](mailto:stephanie@plumbers75.com)

**SCORES RECEIVED ANY OTHER WAY WILL NOT BE ACCEPTED**



## **\*\* VALID TUTORING AGENCIES \*\***

FOLLOWING IS A LIST OF SOME VALID TUTORING AGENCIES. THESE AGENCIES ARE NOT AFFILIATES OF THE MILWAUKEE AREA JOINT PLUMBING APPRENTICESHIP COMMITTEE, BUT RATHER AGENCIES THAT OFFER TUTORING SPECIFICALLY GEARED TOWARD THE ACCUPLACER TEST. EACH AGENCY MAY CHARGE A MINIMAL FEE FOR TUTORING SERVICES.

### **WRTP / BIG STEP**

3841 W. Wisconsin Avenue  
Milwaukee, WI  
414/937-3600

### **WCTC - Pewaukee**

#### ***Academic Support Services***

800 Main Street  
Pewaukee, WI  
262/691-5311