

Schools Attended: (High School, College, University or Technical School) (Include formal military training)

High School Graduate or GED (Date/School) _____

(Attach copy of diploma or GED)

Schools:

Dates Attended:

Have you ever been in an apprenticeship program? (Carpenter/Electrical/Masonry) _____

Name of program _____ Dates/Location _____ # Years completed _____

If requesting advanced placement due to prior apprenticeship schooling, you must include paperwork with your application!

Fill out, for Carpentry, Electrical, & Masonry

Request for advanced placement - Deadline July 6th.

Test date for Advance placement - Wednesday, July 18, 2007 @ 5PM @ AGC Education Center

Must complete all of the following by application deadline or no advancement will be given:

- Must complete this section noting request to advance
- Contractor/Employer may recommend advanced placement
- Apprenticeship Committee must approve advanced placement
- Paperwork verifying prior schooling & past work hours must be submitted with application
- Paperwork requesting advanced placement must be submitted prior to application deadline or no advancement will be given
- Letter from previous school with verification of dates attended including years completed, a copy of grades, and a copy of attendance records
- The Apprenticeship Committee must approve advanced placement or prior apprenticeship schooling
- The Apprenticeship Committee will administer a written exam that must be passed before advancement can occur (carpentry/masonry only)
- This test will be given July 18th @ 5pm @ AGC Education Center. A grade of 70 or higher is passing

I believe that my schooling and/or work experience should entitle me to credit in the term of my apprenticeship program. Amount of credit

(number of years): _____

Reason:

We are an affirmative action employer and this information is required by the Department of Labor:

Check:

- | | | |
|---------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> American Indian | <input type="checkbox"/> Oriental |
| <input type="checkbox"/> Female | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Spanish |
| | <input type="checkbox"/> African American | <input type="checkbox"/> Other |

References: (not to include relatives)

Name	Address	Phone
_____	_____	_____
_____	_____	_____

Why are you interested in this craft?

How were you referred to this program? (Check all that apply and be specific)

- | | | |
|---|---|--|
| <input type="checkbox"/> Current/Past Employer | <input type="checkbox"/> Contractor | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> High School Vocational | <input type="checkbox"/> Minority/Female agency | <input type="checkbox"/> Friend/Family |

Other-be specific

False statements on application are cause for dismissal from the apprenticeship program.

Applicant Signature: _____

RVCTC Rules & Regulations for Electrical, Carpentry, & and Masonry Apprentices

CLASS STARTING TIME - Classes begin promptly at 5PM. Students must verify that employer information is correct. If you are tardy, this will be noted on the roll sheet and may accumulate into a full night(s) if tardy on regular basis. Students will sign in each night of class upon entering class and sign out upon leaving. Attendance is recorded from sign in sheets.

KCS REGISTRATION, BOOKS, & RVCTC TUITION FEES - (All book and tuition fees are subject to increase) Knox County Registration is \$115 per year. All fees are the responsibility of the apprentice and are due the 1st night of class. Fees must be paid by check or money order (no cash). If you work for a non-RVCTC member, the RVCTC yearly tuition is \$1,800. This can be paid monthly, due the 1st of each month, and is the responsibility of the student to pay. All tuition fees must be current or student will be dropped from program.

CLASS ATTENDANCE - RVCTC attendance policy supersedes KCS policy. There are NO excused absences from class. If you are asked to work late on a school night, remind your employer that you must attend class. School year hours will include 160 hours (40 nights). If you miss more than 4 nights you will be required to repeat the entire year. There are no makeup nights allowed.

Carpenter & Masonry - After missing 3rd night, contact RVCTC to get next committee meeting date to talk with committee.

RVCTC classes will run on the Knox County Schools SNOW SCHEDULE.

YEARLY REQUIREMENTS -
2000 yearly work hours
70 minimum grade point average for advancement
160 yearly school hours (40 total nights)

EMPLOYER - You must keep the RVCTC office and instructor informed of your current employer.

OUT-OF-WORK LIST - If you are laid-off, sign the out of work list in the RVCTC office. The RVCTC will attempt to keep you employed by a RVCTC member; however, it is the responsibility of the apprentice to keep the RVCTC informed of your current employer.

WORK HOURS - You must work for a RVCTC member to receive credit for your monthly work hours. If you work for a non-RVCTC member, you must submit your check stub with verification of work hours to receive a RVCTC yearly completion certificate.

WORK CARDS - Apprentices fill out monthly work cards and turn in to your employer. Employers will collect work cards from apprentices and turn in to RVCTC at end of each month (or year) to be kept in student file. Companies who wish to register their apprentices with BAT must turn in work cards for these apprentices.

BUREAU OF APPRENTICESHIP & TRAINING REGISTRATION - BAT registration and 4th year program completion certificates are only available to registered apprentices working for RVCTC members. Only apprentices working for RVCTC members may be registered with BAT. Only RVCTC members who meet RVCTC Standard guidelines may register their apprentices with BAT.

RVCTC APPRENTICE RECORDS - Please keep the RVCTC updated on your current mailing address, phone number, etc. This information is needed in case we need to notify you by phone or mail of RVCTC information.

BREAK TIME - There will be two 5 minute breaks. Break time to be at the discretion of the instructor, during a break in curriculum.

UNRULY CONDUCT - Unruly conduct on school property will not be tolerated. Anyone reported disrupting class will be brought before the Apprenticeship Committee and subject to dismissal from school. Anyone caught destroying school property will be responsible for damages and subject to dismissal. Abusive or offensive language will not be tolerated. Weapons or carrying objects with the intent to go armed on school property will be grounds for dismissal. Alcohol or drugs on school property will not be permitted. No one will be allowed to attend class who is suspected of being under the influence of alcohol or drugs.

CLASS ENDING TIME - Class ends at 9:00PM. Students will sign out at 9:00PM and will be given class assignments for the following week.

CLASS RULES - Turn off cell phones during class. No meals during class; please eat before you arrive; only snacks or soft drinks.

PROBATION - All 1st year students are on a six (6) month probation.

I the apprentice, _____ have read and understand the above rules and agree to abide by them.
(Print apprentice name, address, phone & social security number)

Date _____ Apprentice Signature _____ Craft & Year _____

ALL 1-2-3-4 YEAR STUDENTS MUST SIGN A RULE SHEET ON THE FIRST CLASS NIGHT AND TURN IT IN TO THEIR INSTRUCTOR; SIGNED COPY TO BE KEPT IN STUDENT FILE. STUDENT SHOULD ALSO KEEP A COPY.