



# Central Pennsylvania Chapter Independent Electrical Contractors

## OPEN ENROLLMENT ANNOUNCEMENT

Qualified individuals are invited to apply for employment and training through the IEC Electrical Apprenticeship Program.

**Application dates:** **November 1-10, 2017**; Office hours vary, please call for an appointment or drop all materials in the locked black mailbox outside of the IEC Office.

**Where:** Applications may be completed and required documents submitted to: 8 Long Lane, Suite B, Mechanicsburg, PA 17050 (in person or via USPS) or **Online:** An application will be available on our website. *Applications will only be received during the open enrollment dates above.* It is the responsibility of the applicant to black out social security numbers prior to any email submission. You may choose to submit the application and documents as a single email (with multiple attachments not to exceed 5MB total), or to submit all items to the address above.

**Step one:** Complete an application **and** submit the following non-returnable documents and payment:

1. **Proof of Age:** Copy of birth certificate, driver's license or similar document. Must be at least 18 when classes start.
2. **High School Diploma,** or proof of graduation, or GED Certificate. Copy for our file.
3. **High School Transcripts.** College or trade school transcripts, if applicable, may also be submitted but are not a replacement for high school transcripts. Those with a GED, or home schooled, must also provide transcripts.
4. **Proof of Electrical Work Experience:** if any, a letter from electrical contractor employer noting years of experience.
5. **Form DD214 for veterans applying:** Veterans education benefits are available to qualified individuals.
6. **Three PERSONAL Letters of Reference:** from employers, colleagues, instructors, no family members. Only one letter per employer. Letter should be one page, have contact info, how they know you and for how long, what type of person you are, why they think you would be successful in the electrical industry, and any other related information.
7. **\$50 Application Fee** (Non-refundable) Check or cash at any in-person site. Credit card payments may be made through our Square account via an invoice emailed to you through a request before noon on the last application day.

**Failure to provide any one of the above items, including payment, by the 4pm deadline on the last application day will automatically disqualify the individual.**

**Step two:** Take a math assessment and complete a questionnaire on the evening of **November 15, 2017 from 4-6pm.** Additional details will be given to individuals who complete the application and submit documents by the deadline.

**Step three:** Attend an interview on the afternoon of **November 29, 2017.** After the interviews, applicants are ranked and placed in a pool. Successful candidates will then be employed with an IEC electrical contractor while attending school which is **tuition free to the apprentice.**

**NOTE:** Individuals with felony records cannot be accepted. Applicants must pass a drug-screening prior to acceptance into the program. Applicants must have valid driver's license.

**The IEC Apprentice Program** is a four-year, registered apprenticeship program. After completion of required classroom and on-the-job training hours, the apprentice will receive a Journeyworker Certificate from the PA Dept. of Labor & Industry's Apprenticeship and Training Council. Apprentices are full-time paid employees who also go to school 2 nights a week from 6-9 pm, September – April. Average apprentice starting wage is \$9.00 - \$10.50 with 5% increases steadily throughout the 4-year program depending on grades, work performance, and employer you are placed with.

**High school seniors** may apply prior to graduation. If a high school senior qualifies for entry into the IEC Electrical Apprenticeship Program, they will be offered employment to begin after successfully graduating high school.

**NOTE:** Selection of apprentice applicants under this program shall be on the basis of qualification ONLY and without regard to race, color, religion, national origin, sex, or non job-related disability. 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, and the Equal Employment Regulations of the Commonwealth of Pennsylvania. **Central Pennsylvania Chapter IEC is an Equal Opportunity Employer and Educator.** Questions may be emailed to [execdir@centralpaiec.org](mailto:execdir@centralpaiec.org).