

LOCAL 285 APPRENTICESHIP COMMITTEE

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APPRENTICE INTAKE PROCESS- Four Stage Process

Stage 1: The Application

Stage 2: The Aptitude Test

Stage 3: The Interview

Stage 4: Mandatory 1 Week Safety Training & Orientation

NOTE: Deadline for applications will be 3:00 PM on Monday August 31, 2020.

Failure to provide required documents may result in you being turned away.

The following are the requirements for a valid submission

Stage 1: The Application

- Applications are available **online** at www.smwia285.ca. Print and complete the application and attach all supporting documents as mentioned below.
- You **must include** a copy of your high school transcript, diploma, or provide a copy of a valid Sheet Metal Worker Apprenticeship Training Agreement as proof of education.
- You **must** have a minimum of grade 10 education. If schooling was completed abroad, equivalency in education must be recognized by a regulatory body.
- You may also **include** a letter of recommendation from your parent/grandparent or family member who is a member of Local 285 and/or a Local 285 signatory contractor.
- You may also **include** other post-secondary transcripts, other related course certificates, and a resume to be included with your application.
- **You can email** your application with documents to info@285training.ca using "Apprenticeship Intake" and your name in the subject line **or drop off** at the union office in an envelope marked "Apprenticeship Intake" with your name.

Stage 2: The Aptitude Test

- DATES AND TIMES FOR THE APTITUDE TEST WILL BE PROVIDED BY EMAIL AFTER **STAGE 1 THE APPLICATION** PROCESS HAS BEEN RECEIVED.
- Your application may be verified at time of Aptitude Test
- To Write the Aptitude Test You **must** show your Social Insurance card or an official document with proof of SIN
- To Write the Aptitude Test You **must** show an acceptable form of government issued Photo ID

Stage 3: The Interview

- **You will be notified if and when you need to attend the interview.**

Stage 4: Mandatory 1 Week Safety Training & Orientation

- You **must** be able to complete a 1-week Safety Training and Orientation Course, ensuring punctual attendance each day.
- A driver's license is an asset, G2, M2 or better
- DATES FOR THE 1 WEEK SAFETY TRAINING AND ORIENTATION ARE **SEPTEMBER 21-25, 2020 AND NOVEMBER 23-27, 2020.**

[LAC Committee Members](#)

Association: Domenic Di Battista Co-Chair, Stephen Martino Member, Tony Di Clemente Member
Local Union: Bob Gougeon Co-Chair, Bruno Mittica Member, Alex Petricca Member