

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 Wednesday September 30, 2021.
Failure to provide all required documents by the date of your interview, if selected, may result in your application not being processed any further.

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

- ONCE YOUR APPLICATION HAS BEEN RECEIVED, YOU WILL BE NOTIFIED OF YOUR APTITUDE TEST DATE AND TIME BY EMAIL WITHIN 2-3 BUSINESS DAYS TO THE EMAIL ADDRESS PROVIDED ON YOUR APPLICATION
- 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 by email to the email address provided on your application, if and when you are selected to attend the interview.**
- **Do not call the Union or Training Centre to inquire if you have been selected.**

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 valid driver's license is an asset
- DATES FOR THE 1 WEEK SAFETY TRAINING AND ORIENTATION ARE AS FOLLOWS:
Week 1: NOVEMBER 22-26, 2021 and Week 2: DECEMBER 6-10, 2021.

ALL CORRESPONDENCE WILL BE BY EMAIL. PLEASE ENSURE TO CHECK YOUR EMAIL REGULARLY.

[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