

## **LOCAL 285 APPRENTICESHIP COMMITTEE**

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### **APPRENTICE INTAKE (Sept 2022): Four Stage Process**

**Stage 1: The Application**

**Stage 2: The Aptitude Test**

**Stage 3: The Interview**

**Stage 4: Mandatory 2 Week Safety Training & Orientation**

**NOTE:** Deadline for applications will be 3:00 PM on Friday, October 7, 2022.

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](http://www.smwia285.ca). 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. Do not email your government ID or proof of SIN.
- **You can email** your application with documents to [info@285training.ca](mailto: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. PLEASE BE SURE TO CHECK YOUR JUNK FOLDER.
- Your application may be verified at time of Aptitude Test
- To Write the Aptitude Test You **must** show: (*do not email the following to us*)
  - your Social Insurance card or an official document with proof of SIN
  - an acceptable form of government issued photo ID

#### **Stage 3: The Interview**

- **All applicants will be notified by email to the email address provided on your application, whether you are selected to attend the interview or not.**
- **Do not contact the Union or Training Centre to inquire if you have been selected.**

#### **Stage 4: Mandatory 2 Week Safety Training & Orientation**

- You **must** be able to complete a 2-week Safety Training and Orientation Course, ensuring punctual attendance each day.
- DATES FOR THE 2 WEEK SAFETY TRAINING AND ORIENTATION ARE AS FOLLOWS:  
**Orientation 1: Nov 7-18, 2022 and Orientation 2: Nov 28-Dec 9, 2022.**

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