

LOCAL 285 APPRENTICESHIP COMMITTEE

234 Attwell Drive • Toronto • Ontario • M9W 5B3 • 416-249-9626 • intake@285training.ca

APPRENTICE INTAKE (June 2023): 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 complete applications will be **11:59 PM on Friday, June 30, 2023.**
Failure to provide all required documents by the deadline, will 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. Complete the application and attach all supporting documents as mentioned below and on the List of Acceptable Documents provided by the MLISTD.
- You **must include** a copy of your official high school transcript, diploma, or provide a copy of a valid Sheet Metal Worker Apprenticeship Training Agreement as proof of education. (We cannot accept OCAS docs, Credit Counsellor Summaries or Provincial Report Cards.)
- You **must** have a minimum of grade 10 education. If schooling was completed abroad, equivalency in education must be recognized by a regulatory body. (See the Assessment of Equivalency in Education sheet)
- 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** 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 intake@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. (To avoid this, add the intake@285training.ca email to your contacts list.)
- 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: If Selected, 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.
- DATES FOR THE 1-WEEK SAFETY TRAINING AND ORIENTATION ARE AS FOLLOWS:
Orientation 1: August 7-11, 2023 and Orientation 2: August 14-18, 2023.

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



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Apprenticeship Intake (June 2023) Application Form

1. Contact / Personal Info: (All fields need to be clear. If printing, please ensure it is legible.)

Name: First _____ Last _____

Address: Street _____ City _____ Prov. _____ Postal _____

Telephone: Cell# _____ Home# _____

Email: _____

DOB: Month _____ Day _____ Year _____

Do you have a valid Driver's License? ____ Class ____ Do you have a vehicle? ____

2. Sheet Metal Experience:

Have you ever worked in the Sheet Metal Trade? ____

If yes, Company Name: _____

If yes, are you still working in Sheet Metal? ____ Are you registered with STO? ____

Do you have a registered Training Agreement with MLTSD? ____

Have you completed any Sheet Metal Schooling? ____ If yes, which level(s)? 1 ____ 2 ____ 3 ____

Were you ever a member of a Sheet Metal Local Union? ____ Local Union # _____

3. Union Experience:

Have you ever been a member of a Union? ____ If yes, name Union and Number: _____

Have you ever Participated in an Organizing Campaign? ____ Company: _____

4. Education*:

Level of Education Obtained: Grade 10 ____ Grade 11 ____ Grade 12 ____ College ____ University ____

Have you completed an HVAC College Course? ____ If yes, where/when? _____

Have you Participated in a Trade Related Program? _____

If yes, which program did you participate in? Hammer Heads ____ STEP ____ OYAP ____ Other ____

Was the program above completed: _____ Reference _____

5. SMART Local 285 Member References:

Is your parent a member of Local 285? ____ Name: _____

Name(s) and relation of other relative members: _____

Names of members that would recommend you: _____

**Proof of education in the form of a school transcript/diploma will be required to make this application complete.*

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NOTE: Each reference is to be entered only once. Please place in the appropriate section.

6. SMART Local 285 Contractor References: (Reference letter preferred)

Is there a company affiliated with Local 285 that will provide you with a reference? _____

Name of company and person: _____

What is your relationship with this person / company? _____

7. SMART Local 285 Affiliate References (Other Unions, Partners): (Reference letter preferred)

Is there an Affiliate of Local 285 that will provide you with a reference? _____

Name of Affiliate and person: _____

What is your relationship with this person / Affiliate? _____

8. Other References / recommendations: (Reference letter preferred)

Name of Other Reference: _____ Relationship: _____

Name of Other Reference: _____ Relationship: _____

9. Work Experience:

Have you ever worked in construction? _____ If yes, what Trade(s) _____

Do you have a Certificate of Qualification or License in any trade? _____ If yes, specify _____

Were you in the Armed Forces Services? _____ If yes, specify _____

List your last three Employers (Present Employer First):

Company Name _____ Type of Work _____

Duration of Employment _____ Contact Person _____

Company Name _____ Type of Work _____

Duration of Employment _____ Contact Person _____

Company Name _____ Type of Work _____

Duration of Employment _____ Contact Person _____

For this application to be complete, you need to submit your school transcript/diploma.

Optional submissions include: Reference letters (preferred for #s 6, 7 & 8), resumes, copies of certificates, etc.

Incomplete Applications will not be considered if not completed by Friday, June 30, 2023.

Any false or misleading information will result in termination of this application.

Full Name _____ Date (MM/DD/YY): _____

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