



## Montana Electrical Joint Apprenticeship and Training Committee

Phone (406) 449-7173  
(800) 685-2821  
Fax (406) 449-7149  
[www.mtelectricaljatc.org](http://www.mtelectricaljatc.org)



2616 Bozeman Ave.  
HELENA, MT 59601

December 31, 2021

Dear Job Training Partner:

I am enclosing a copy of our current apprenticeship application notice and an informational description of our selection process with this brief note. The Montana Electrical JATC is a union-management administered apprenticeship training program for three classifications of electrical workers.

The notice and informational package details the application process required by the program and provides information relative to the necessary documentation that has to be submitted with the application. The Montana Electrical JATC is an EEO approved sponsor of apprenticeship and follows the required federal and state guidelines for apprenticeship selection. The Montana Electrical JATC encourages females and minorities to apply for the program which can lead to a secure and high paying career in the electrical industry. We would suggest that the attached notice is posted in a visible location.

Also regarding Equal Employment Opportunity (EEO), the federal guidelines for EEO as it applies to registered apprenticeship sponsors has recently been revised. The first phase in the revision process requires current registered apprentice sponsors like the Montana Electrical JATC to adopt the new EEO pledge. The language in the revised pledge is very direct in who has rights to EEO in apprenticeship opportunities and states specifically the parties covered under the rights of EEO protection. A copy of the new EEO pledge is included with this letter and the Montana Electrical JATC would encourage you to post the pledge with our enclosed apprenticeship application announcement.

Request for applications can be made by visiting our website at: [www.mtelectricaljatc.org](http://www.mtelectricaljatc.org). Also, please note that our application fee is \$55.00 which covers our required aptitude test and administrative cost. If you have any questions concerning the announcement or the program, please do not hesitate to contact me by email at: [jatcoffice@mt.net](mailto:jatcoffice@mt.net). This application period will be open from January 1, 2022 through March 31, 2022.

My Best Regards,

Chris McGowan, Training Director  
Montana Electrical JATC





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## NOTICE REGARDING ELECTRICAL APPRENTICESHIP APPLICATIONS

New application periods run in quarterly cycles through the year.

The Montana Joint Apprenticeship Training Committee will be accepting online applications January 1 through March 31, 2022 for the purpose of establishing a roster for apprenticeship applicants for the Inside Wireman, Residential, and Low Voltage programs pertaining to the electrical industry for all Montana counties. We will test and interview on a calendar quarterly basis.

NAME OF PROGRAM: Montana Electrical JATC  
TRADE: Inside Wireman/Residential/Low Voltage  
WHERE TO APPLY: Montana Electrical JATC  
2616 Bozeman Avenue  
Helena, MT 59601 (406) 449-7173

REQUEST: An application for inside wireman, residential, or low voltage may be completed online through our website at [www.mtelectricaljadc.org](http://www.mtelectricaljadc.org). All applications will be placed in a two-year list file. Applicants must request a new application at the end of two years if choosing to remain in consideration.

Numbers of apprentices required for the entire state will be determined by the amount of construction work being performed in various areas.

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### MINIMUM QUALIFICATIONS REQUIRED:

- **MUST** be a high school graduate or have a GED/HiSET with the completion of one credit of Algebra I.
- **APPLICANT MUST BE AT LEAST 18 YEARS OF AGE.**
- **Must** be a Montana resident and in possession of a valid driver's license.
- **Must be able to provide a current work history or resume.**
- **Veteran applicants must provide a copy of their DD-214.**

All applicants, upon receipt of the above requirements, will be invited to sit for the selection test conducted by the JATC in 3 major cities of Montana. All applicants will be selected without regard of race, color, sex or national origin. **"We are an equal opportunity employer. Females and minorities are encouraged to apply."**

The Montana Electrical JATC requires a \$55.00 application fee, payable by credit or debit card at the time of application. This fee covers the cost of the test and its associated administration costs. For further information, feel free to contact the Montana Electrical JATC at (406) 449-7173.

- Paper application packages may be requested at: [www.mtelectricaljadc.org](http://www.mtelectricaljadc.org)

**MONTANA ELECTRICAL JATC  
APPLICATION-TESTING AND INTERVIEW SCHEDULE  
2022/2023**

Application Period	Estimated Test Dates	Estimated Interview Dates	Ranking List Date
Jan. 1 – March 31, 2022	May 2022	July 2022	July 2022
April 1 – June 30, 2022	August 2022	October 2022	October 2022
July 1 – September 30, 2022	November 2022	January 2023	January 2023
October 1 – December 31, 2022	February 2023	April 2023	April 2023

**Please Note:**

1. To complete an application please visit [www.mtelectricaljatc.org](http://www.mtelectricaljatc.org). Applications can be completed entirely online, or you may request a paper application be mailed to you. An application packet will be sent *within two weeks* to the applicant.
2. A successful application process requires the application to be filled out and include the following:
  - a. An official sealed high school transcript or GED/HISET that documents one credit of high school Algebra 1 or higher
  - b. A copy of applicant’s birth certificate
  - c. A copy of applicant’s valid driver’s license
  - d. A copy of applicant’s social security card
  - e. A brief work history or resume.
  - f. A \$55 check or money order made payable to ME JATC. (Debit or Credit Card may be used online).
3. Please include any college transcripts you may have.
4. The application packet must be received by the ME JATC in Helena on or before the last day of the deadline. The application packet must be complete with all documents or it will not be accepted by the ME JATC and will be returned to the applicant.
5. Once the completed application has been received within the stated deadline, the applicant will be eligible to take the program’s validated aptitude test.
  - a. This test is given in 3 locations: Billings, Missoula, Helena.
  - b. The aptitude test has two parts; a math/algebra section and an English/reading comprehension section. The algebra section of the test is technically difficult. If it has been a while since an applicant has studied algebra, the program highly recommends that the applicant utilize a tutor, take an online algebra refresher course, or purchase the match refresher course offered in the “Electric Prep” pamphlet included with this





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### EQUAL OPPORTUNITY IN APPRENTICESHIP TRAINING

The undersigned are committed to the following Equal Opportunity Pledge for apprenticeship positions in the MONTANA ELECTRICAL JATC electrical apprenticeship program. The sponsors of the apprenticeship program are dedicated to this Equal Opportunity Pledge. The undersigned are resolved to the communication of this Equal Opportunity policy in such a manner as to foster understanding, acceptance and support among the industry's various officers, supervisors, employers and employees and encourages such persons to take all necessary action to aid the apprenticeship sponsor in preserving this commitment to equal opportunity. The spirit of equal opportunity will be carried forth in the uniform application of rules and regulations concerning apprentices including but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among work processes, imposition of penalties and other disciplinary action, and all other aspects of the apprenticeship program.

### EQUAL OPPORTUNITY PLEDGE

*The undersigned will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.*

*The Montana Electrical JATC 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, as amended.*

*Approved and Adopted by the Montana Electrical JATC on May 25<sup>th</sup>, 2017.*