

**MONTANA ELECTRICAL JATC
APPLICATION-TESTING AND INTERVIEW SCHEDULE
2023/2024**

Application Period	Estimated Test Dates	Estimated Interview Dates	Ranking List Date
Jan. 1 – March 31, 2024	May 2024	July 2024	July 2024
April 1 – June 30, 2024	August 2024	October 2024	October 2024
July 1 – September 30, 2024	November 2024	January 2025	January 2025
October 1 – December 31, 2024	February 2025	April 2025	April 2025

Please Note:

1. To complete an application please visit 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 math refresher course offered in the "Electric Prep" pamphlet included with this

informational package. Pre-study for the algebra section of the aptitude test should not be taken lightly.

- c. The test is monitored and takes approximately two and half hours to complete. An applicant must score a “five” or higher to qualify for the inside wireman program and a “4” or higher for the residential wireman program. The applicant must designate either the “inside or residential” on the application as a program choice at the time of application.
6. Once an applicant has met the qualifying score for the aptitude test, the applicant will be sent a notice for an interview (see schedule). The interviews are conducted in Helena by the JATC’s trustees and comprise of 3 labor representatives and 3 management representatives. The interview questions focus on why the applicant wants to make the electrical industry a career. The results of the interview are given a score and the applicant is placed on a ranking list in one of the seven geographical work-pool areas that has been chosen. The higher the score places the applicant higher on the ranking list and applicants are placed in the apprenticeship program based on the highest score first. The applicant will be placed on the ranking list for two years and may move up or down on the ranking based on the continuous interview process.



Montana Electrical Joint Apprenticeship and Training Committee

Phone (406) 449-7173
Fax (406) 449-7149
www.mtelectricaljatc.org



2616 Bozeman Ave.
HELENA, MT 59601

Dear Applicant:

Thank you for requesting an application from the Montana Electrical JATC. Please read the enclosed information carefully.

To apply please visit www.mtelectricaljatc.org

If completing an application digitally, you will need to upload the following documents:

1. High school transcripts or GED transcripts. Completion certificates do not qualify as transcripts.
2. College transcripts can be submitted but are not necessary.
3. Copy of birth certificate.
4. Copy of social security card
5. Copy of valid driver's license
6. A resume or simple work history
7. A \$55 application fee paid by debit or CC

If completing a paper application, please return the following with your application:

1. Official copy of your high school transcripts or GED transcripts. These should be unopened.
2. College transcripts may be included and are not required to be sealed.
3. Copy of birth certificate
4. Copy of social security card.
5. Copy of valid driver's license
6. A resume or simple work history
7. A \$55 check or money order made payable to ME JATC.

Please **answer every question** on your application form. We cannot accept partial application packets, please return all required documents together.

You will receive an email notification pertaining to your selection testing location/date/time, once we receive and approve your application packet.

All applications will be selected without regard to race, color, religion, sex, or national origin. All applicants returning the required documents and meeting the minimum qualifications, as described above, will be scheduled, and notified by mail, to take the selection test for Apprenticeship (pamphlet enclosed). Based upon the score of this test, applicants may be invited, by mail, to interview with the Montana Electrical State Joint Apprenticeship and Training Committee.

Sincerely,

Chris McGowan
Training Director
406-449-7173

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 October 1 through December 31, 2023 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.mtelectricaljatc.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.

MINIMUM QUALIFICATIONS REQUIRED:

- **MUST** be a high school graduate or have a GED/HiSET with the successful 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.mtelectricaljatc.org

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 25th, 2017.