



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 your request for an application from Montana Electrical JATC. Please read the enclosed information carefully. It is important that the required documents be received by us **no later than December 31, 2021**. Applications received after this date will qualify for the next session.

www.mtelectricaljatc.org (please use this website to request a paper application or complete application online)

Fill out the application in its entirety, including signature and date. Please enclose the completed Supplemental Form, Application Form and the following:

1. Official high school or GED transcripts. **Official** means that the transcripts are sent to you in the sealed envelope **issued by the school. If you open this envelope and break the seal, the transcripts become invalid.** The transcripts must show that you have passed one credit of Algebra.
2. Graduation from high school or GED documentation is required. Include any official sealed college transcripts.
3. Photocopy of birth certificate to verify that you will be 18 years of age at the time of interview.
4. Photocopy of your Montana driver's license.
5. Photocopy of your social security card.
6. A \$55.00 application fee in the form of a check or money order made out to Montana Electrical JATC.
7. A work history or resume.
8. **Please return all documents at the same time. We cannot accept partial paperwork.**

You will receive notification, by mail, pertaining to your selection testing location/date/time, after all applicants have had the opportunity to meet the required deadline noted in the first paragraph.

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





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2616 Bozeman Ave.
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September 30, 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. 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. This application period will be open from October 1 through December 31, 2021

My Best Regards,

Chris McGowan, Training Director
Montana Electrical JATC



**MONTANA ELECTRICAL JATC
APPLICATION-TESTING AND INTERVIEW SCHEDULE
2021/2022**

| Application Period | Estimated Test Dates | Estimated Interview Dates | Ranking List Date |
|----------------------------------|----------------------|---------------------------|-------------------|
| September 30 – December 31, 2021 | February 2022 | April 2022 | April 2022 |
| January 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 |

Please Note:

1. To complete an application please visit www.mtelectricaljatc.org. Applications can be completed entirely online. You may also choose to have a paper application mailed to you. Again, visit www.mtelectricaljatc.org to request a paper application. 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 MT driver’s license
 - d. A copy of applicant’s social security card
 - e. A brief work history or resume.
 - f. \$55 check or money order (debit/credit 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.



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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 25th, 2017.

