



## Montana Electrical Joint Apprenticeship and Training Committee

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



2616 Bozeman Ave.  
HELENA, MT 59601

December 31, 2022

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.

Application requests 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 through March 31, 2023.

My Best Regards,

Chris McGowan, Training Director  
Montana Electrical JATC



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## NOTICE REGARDING ELECTRICAL APPRENTICESHIP APPLICATIONS

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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, 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.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 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.mtelectricaljadc.org](http://www.mtelectricaljadc.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 25<sup>th</sup>, 2017.*



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[www.mtelectricaljatc.org](http://www.mtelectricaljatc.org)



2616 Bozeman Ave.  
HELENA, MT 59601

Dear Applicant:

Thank you for your request for an application from the Montana Electrical JATC. Please read the enclosed information carefully. It is important that the required documents be received by us ***no later than March 31, 2023***. Applications received after this date will qualify for the next session.

To complete an application online or to request one by mail, please visit:  
[www.mtelectricaljatc.org](http://www.mtelectricaljatc.org)

Complete 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. If mailing these documents, please make sure they remain sealed in their original envelopes. The transcripts must show that you have passed one credit of Algebra 1 or higher.
2. Please include college transcripts if applicable.
3. Photocopy of birth certificate verifying you will be at least 18 years of age at time of interview.
4. Photocopy of your Driver's License.
5. Photocopy of your Social Security Card.
6. A \$55 application fee in the form of a check or money order made out to ME JATC. If applying online a debit or credit card may be used.
7. A work history or resume.

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 applicants 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. 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.  
HELENA, MT 59601

December 31, 2022

Dear Job Training Partner:

We are enclosing a copy of our current apprenticeship application notice and an informational description of our selection process with this brief note for all whom you represent that may be interested in making the electrical industry a career path.

The Montana Electrical JATC is a union-management administered apprenticeship training program for three classifications of electrical workers. The notice and informational package detail the application process required by our program and provides information relative to the necessary documentation that is required 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, minorities, and members of the LGBTQ Community 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 language in the revised pledge is very direct in who has the rights to EEO in apprenticeship opportunities and states specifically the parties covered under the rights of EEO protection, which would include the Montana LGBTQ Community. 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.mtelectricaljadc.org](http://www.mtelectricaljadc.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: [cmcgowan@mt.net](mailto:cmcgowan@mt.net). This application period will be open from January 1 through March 31, 2023.

My Best Regards,

Chris McGowan, Training Director  
Montana Electrical JATC

**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, 2023       | May 2023             | July 2023                 | July 2023         |
| April 1 – June 30, 2023       | August 2023          | October 2023              | October 2023      |
| July 1 – September 30, 2023   | November 2023        | January 2024              | January 2024      |
| October 1 – December 31, 2023 | February 2024        | April 2024                | April 2024        |

**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 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.