



6747 SOUTHPOINT PARKWAY • JACKSONVILLE, FLORIDA 32216

(904) 421-0296 FAX: (904) 721-3372

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

Applications for apprenticeship training through the Northeast Florida Builders Association will be accepted in the following trades:

CARPENTRY • ELECTRICAL • PLUMBING • HVAC/R • SHEET METAL

- **4 year program**
- **Earn money while working with an employer in desired trade 40+ hours per week**
- **Attend school sessions twice per week (Mon/Wed or Tues/Thurs)**
- **Become nationally certified through NCCER & prepare for journeymen's license test**
- **On the job hands on training in the field**
- **Debt FREE education – employer pays for tuition**

Please call (904) 421-0296 to schedule an appointment to turn in the application and documents at the Northeast Florida Builders Association office. Upon completion and submitting all required items, an interview will be scheduled with the applicant.

Carpentry applications are accepted year-round.

Electrical, Plumbing and HVAC applications are accepted **March 15, 2019 – June 14, 2019 by appointment only**. Please call 904-421-0296 or email [apprenticeship@nefba.com](mailto:apprenticeship@nefba.com) to schedule your appointment.

Applicants must provide the following documentation to meet the **minimum** qualifications. Please submit along with application:

- \_\_\_ 1. Driver's license (Must be at least 18 years of age, maintain a valid license in jurisdictional area)
- \_\_\_ 2. Valid Social Security Card
- \_\_\_ 3. Vehicle Registration
- \_\_\_ 4. High School Diploma or G.E.D. Certification
- \_\_\_ 5. Official High School Transcripts and/or college transcripts
- \_\_\_ 6. Letter of Recommendation #1 (person (not related) needs to state they have known you 3+ years in the letter)
- \_\_\_ 7. Letter of Recommendation #2 (person (not related) needs to state they have known you 3+ years in the letter)
- \_\_\_ 8. Signed Affidavit of Minimum Qualifications for Physical Ability, Transportation, and English Language

Optional documents:

- \_\_\_ 1. Veterans DD-214 Form
- \_\_\_ 2. Current employer letter of recommendation (if you currently work in desired trade for 3+ months)

**EEO Statement:** The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of 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.



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**APPLICATION**

**TRADE** \_\_\_\_\_

This application must be completed in its entirety. **PLEASE PRINT IN BLUE INK.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

                    Last                                      First                                      Middle

ADDRESS: \_\_\_\_\_

                    Street                      Apt.#                                      City                                      State                                      Zip

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_ SOC. SEC. # \_\_\_\_/\_\_\_\_/\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Can you perform the duties of the job for which you have applied in a manner that is safe to you, your fellow co-workers and employer? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Unknown

Are you a current NEFBA member employee? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Unknown

If you have applied previously, give dates: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**EDUCATION/TRAINING**

Name & Location of School	Attendance		Graduated		Degree Major or Major Subject
	From	To	Yes	No	
High School:	Mo. / Yr.	Mo. / Yr.			
College:					
Vocational:					

Please list below any special training, certification, license or skills that you currently possess:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

Do you have NCCER credentials? \_\_\_\_ Yes \_\_\_\_ No If yes, card number: \_\_\_\_\_

Florida Drivers License # \_\_\_\_\_

**MILITARY EXPERIENCE: For Veterans**

Have you served in the military? \_\_\_\_ If so, what branch? \_\_\_\_\_

Dates of service \_\_\_\_\_ to \_\_\_\_\_ Post 9/11 GI Bill eligible: Y N

**EMPLOYMENT HISTORY** (Please list your current employer and past employers completely and accurately, beginning with the most recent. Also list any period of unemployment).

Current Employer:	Phone:	Name & Title of Supervisor:	
Address (City, State, Zip)		Your Title	Rate of Pay
Describe Job Duties:		Dates Employed: From: _____ To: _____	

Employer:	Phone:	Name & Title of Supervisor:	
Address (City, State, Zip)		Your Title	Rate of Pay
Describe Job Duties:		Dates Employed: From: _____ To: _____	

Employer:	Phone:	Name & Title of Supervisor:	
Address (City, State, Zip)		Your Title	Rate of Pay
Describe Job Duties:		Dates Employed: From: _____ To: _____	

Have you been convicted of a criminal felony or incarcerated? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If you answered "YES" to the above question, explain below:

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An affirmative answer to the above question will not necessarily disqualify you from consideration for apprenticeship.

I hereby certify that all statements made on this application are true, and I agree and understand that any misstatements of material facts herein may cause forfeiture on my part of all rights to any employment. I authorize Northeast Florida Builders Association Group Non-Joint Apprenticeship Program to obtain reference/background checks as needed. I also agree not to engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while involved in any activity relating to Northeast Florida Builders Association Group Non-Joint Apprenticeship Program.

I further understand that most employers maintain a drug and alcohol free work environment and that laboratory screening for controlled substances as defined by Florida Statutes 893.03 and/or Section 202, Schedules I and II, may be required of applicants selected for apprenticeship. If selected, I consent to pre-employment screening and agree to hold Northeast Florida Builders Association Group Non-Joint Apprenticeship Program harmless if employment is denied as a result of positive results. If employed, I consent to such medical examination and drug screening as may be required by my employer as a result of reasonable suspicion of my usage of controlled substances and/or abuse of alcohol in contravention of the law.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NEFBA Apprenticeship Program  
Affidavit of Minimum Qualifications**

Pursuant to **Section XIV: QUALIFICATIONS OF AN APPRENTICE** in the Florida Department of Education Standards of Apprenticeship for FL-008730002 for the NORTHEAST FLORIDA BUILDERS ASSOCIATION GNJ, applicants for apprenticeship shall possess, among other qualifications documented in the application process, the following minimum job-related qualifications:

- Physically capable of performing work of the trade
- Provide transportation for themselves
- Must be able to read, write, and speak the English language in order to comprehend instructions on the job and in training classes, and to ensure personal and co-worker safety on the job

In order to verify an applicant’s ability to meet these minimum qualifications, each applicant is required to read and sign this affidavit stating that the applicant meets all qualifications at the time of application.

**Physical Ability**

Please read the following federal Department of Labor job description for each trade listed below.

<b>Trade</b>	<b>Job Overview</b>
Carpenter 47-2031.01	Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and doorframes, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways
Electrician 47-2111.00	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service streetlights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers" (49-2098).
Heating & Air Conditioning Installer/ Servicer 49-9021.01	Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.
Plumber 47-2152.02	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinkler fitters.

I certify that I have read the above job description. To the best of my knowledge, I acknowledge that I have the physical ability to meet the demands of the trade for which I am applying.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Verification of Reliable Transportation for OJT and Related- Trades Instruction (RTI)**

I certify that I understand that I must be able to provide and maintain my own transportation for employment and related-instructional training throughout the duration of my apprenticeship. If I am unable to maintain reliable transportation at any time, I understand I will be terminated from the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**English Language Clause**

I acknowledge that I have the ability to read, write, and speak the English language in order to comprehend instructions on the job and in training classes, and to ensure personal and co-worker safety on the job. Furthermore, I completed this affidavit without the assistance of a translator and/or electronic translation application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date