



Iron Workers Local Union No. 12 Apprenticeship Program Application

Personal & Contact (Please Print)

Name: _____ Date: _____
Last First MI
Address: _____ Soc. Sec. No: ____-____-____
Street
City State Zip Code Phone No: (____)____-____
Are You at Least 18 years of age? Yes _____ No _____
Email: _____

Education & Training

High School College Other
9 10 11 12 1 2 3 4
Circle highest grade completed Please specify
Name of School Location of School Telephone Number of School

Employment History

Present Employer:

Name _____ / ____ / ____ to ____ / ____ / ____
Address _____
Street (City, State, Zip)
Job Title _____ May We Contact? Yes _____ No _____
Description of Duties: _____

Previous Employer:

Name _____ / ____ / ____ to ____ / ____ / ____
Address _____
Street (City, State, Zip)
Job Title _____ May We Contact? Yes _____ No _____
Description of Duties: _____

(Continued on reverse side)

Previous Employer:

Name _____ / ____ / ____ to ____ / ____ / ____

Address _____
Street (City, State, Zip)

Job Title _____ May We Contact ? Yes _____ No _____

Description of Duties:

Military History:

Armed Force _____ Rank _____

Length of Active Duty: _____ Years _____ Months

Description of Duties: _____

Physical Condition:

Are you able to perform manual labor and take a physical dexterity test as required for an Ironworker Apprentice? Yes _____ No _____

If No, please explain: _____

EEO Disclaimer :

We are an equal opportunity employment union. We are dedicated to strict policy on non-discrimination in employment on any basis including: race, creed, color, age, sex, religion, national origin, disability, marital status, military status or arrest record.

By signing below you are stating that the above information is true and correct. Falsification of any information can result in immediate removal from the Apprenticeship Program. This application does not constitute acceptance into the Ironworkers Local Union No. 12 and is to be used for informational purposes pertaining to the Apprenticeship Program. The information contained and any information verified in this application will be kept confidential.

Applicant Signature: _____

Date: _____



IRONWORKER'S LOCAL UNION NO.12

EDUCATION & TRAINING TRUST FUND

ALBANY AND VICINITY



17 Hemlock Street
LATHAM, NEW YORK 12110
TELEPHONE 518-435-0470
FAX 518-435-0043

APPRENTICE AGREEMENT

_____ hereby agrees to abide by the following rules
and regulations of this Plan:

I. CLASS REQUIREMENTS

I agree that I will do the following:

1. Abide by all safety rules and regulations on the job and in class.
2. Attend all classes on time with the necessary equip. (i.e. - pen/pencil, books, blue books) as required by the instructor and/or JAC Coordinator.
3. Show up for class with the proper attire ("work clothes"). I understand that my failure to do so may result in my being sent home and counted as a missed class.
4. Have proper tools and equipment for the job at hand.
5. Show an interest in my work and in my schooling.

I understand and **agree** to the following conditions of my participation-in this program:

6. Failure to attend classes without reasons acceptable to the full committee could mean that I will be dropped from the program.
7. Failure to provide an address and phone number at which I may be reached may result in disciplinary measures which may include my dismissal.
8. It is mandatory, upon change of address or change of telephone number, that I notify the JAC Coordinator and Union Hall at once.

9. The present training schedule requires that each apprentice attend a MINIMUM of 204 hours of related instruction courses each year.
10. I am required to attend and make satisfactory grades in the related instruction classes. That these classes will be held each week until the required hours are complete.
11. I am required to fill out and keep an up-to-date record book and that failure to do so will result in disciplinary measures. Said book will be checked by instructor, committee and/or JAC Coordinator.
12. If I am late for class, without a reasonable excuse, I will be counted as absent.
13. If I, in the instructor's opinion, come to class under the influence of liquor or other substances, I will be sent home, charged with a non-excused absence and must automatically appear before the JAC Committee at its next meeting.
14. I must obey all school parking rules and regulations.
15. I cannot leave the school area during class hours, unless an emergency exists, and that I must report to my instructor before leaving.
16. I will not mark on or tear books which I did not purchase. I will be required to pay for any books I destroy or misplace.
17. No horseplay in class, shop or on school grounds will be tolerated.
18. My failure to attend classes without reasons acceptable to the JAC Coordinator may be considered sufficient grounds for canceling this Apprentice Agreement, withholding scheduled wage increases, or postponing promotion of the apprentice.
19. Cell phones must be turned off or left in car during class hours unless authorized by the instructor prior to class.
20. My showing up for class 15 minutes late or more shall be counted as an absence unless prior approval is given by my Instructor or JAC Coordinator.
21. If I am excessively late, I may be brought before the JAC Committee and my continued participation in the program is subject to the Committee's decision.
22. The "Blue Books" issued by the DOL MUST be complete and up to date to present to my instructor at the beginning of each class. My failure to do so will be considered an absence and may be grounds for canceling this Apprentice Agreement.

23. I am allowed a maximum of three (3) misses per school year unless prior approval is given by the JAC Committee or Coordinator and that missed classes must be made up.

24. If I miss a class for any reason, it must be made up within two (2) weeks.

II. APPRENTICE SUBSTANCE ABUSE POLICY

25. I understand that it is the policy of ironworkers Local 12 Joint Apprenticeship Committee to enforce a Drug Free Workplace and that there is zero tolerance towards substance abuse. I agree that if I do not pass any required drug test, I will be removed from the program and may only re-apply after one (1) year and my successful completion of EAP counseling. I agree that I will comply with the requirements of the Local 12 Drug Testing Policy, a copy of which is available upon request.

III. JOB REQUIREMENTS

26. I will show up on time for work, every work day.

27. The work day consists of eight (8) hours, 7:00 a.m. to 12:00-12:30 p.m. to 3:30 p.m., unless I am otherwise notified by the JAC Coordinator and/or Business Manager.

28. I will abide by all safety rules and regulations on the job.

29. I will have the proper tools and equipment for the job at hand.

30. I will follow orders and suggestions of journeymen as they are my "on the job instructors" and I will respect my fellow members.

31. I will show an interest in my work.

32. If laid-off, I will notify the Union Hall immediately.

33. If I misrepresent myself to any contractor as being a journeyman, I will be penalized by the committee and JAC Coordinator.

34. I will not receive more than the wage scale designated by the JAC Administrative Committee.

35. I must secure permission from the business manager and JAC Coordinator before transferring from one contractor to another as per this agreement and the Local Working Agreement.

- 36. I must notify the Business Manager or JAC Coordinator and my employer if I am unable to report for work.
- 37. I will purchase tools that are required and needed on the job as described in this Agreement and that I will do so in a timely manner.
- 38. Cell phone use is prohibited while working.

IV. UNION REQUIREMENTS

- 39. My assessments and dues will be paid and kept up to date.
- 40. I understand that any Apprentice two or more months behind in dues may be removed from a jobsite and/or class until brought up to date.
- 41. I understand that any apprentice who, in the instructor's opinion, comes to a Union Meeting under the influence of liquor or other substances will be sent home, charged with a non-excused absence and must automatically appear before the JAC Committee at their next meeting.
- 42. I understand that, once indentured, I MUST attend eight (8) out of twelve (12) Union Meetings per year. Missed meetings count towards school absences and must be made up.

V. SEXUAL HARASSMENT POLICY

- 43. Sexual harassment WILL NOT BE TOLERATED at any time or by any persons.
- 44. Any incidents MUST be reported to the JAC Coordinator and/or Business Manager immediately.

VI. TOOLS REQUIRED

One set of Structural Tools Which Include:

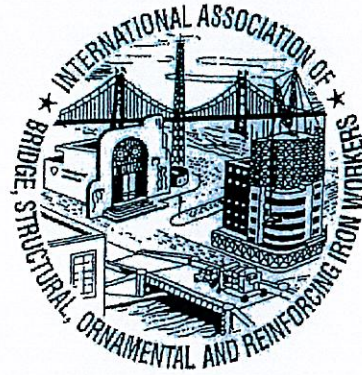
- Two (2) Spud Wrenches
- One (1) Bull Pin
- One (1) 12" Crescent Wrench
- One (1) Belt with Bolt Bag and Scabbards

One set of Reinforcing Rod Tools Which Include:

- One (1) Wire Reel and Belt
- One (1) Pliers and Holder/Scabbard
- One (1) 25' Tape Measure
- One (1) Wallhook and Safety Snap

IRONWORKERS'

Standards of Excellence



The purpose of the Ironworkers' Standards of Excellence is to reinforce the pride of every Ironworker and our commitment to be the most skilled, most productive and safest craft in the Building Trades.

As Union Ironworkers, we pledge ourselves to uphold our word, as given through our Collective Bargaining Agreement, and display the professionalism expected of our trade and Union in all aspects of our employment as exemplified by the values engrained in our Standards of Excellence.

It is a commitment to use our training and skills, each and every day, to produce the highest quality work worthy of our name and consistent with the collective bargaining agreement.

As an Iron Worker member, I agree to:

1. Adhere to my responsibilities under the Collective Bargaining Agreement for start and quit times, as well as lunch and break times.
2. Allow my Representatives to handle any disagreements or breaches by refusing to engage in unlawful job disruptions, slowdowns or any activities that affect our good name.
3. Respect the Customer's and Employer's rights, property and tools as I do my own.
4. Meet my responsibility to show up every day, outfitted for work and fit for duty without engaging in substance abuse.
5. Cooperate with the Customer and Employer to meet their statutory, regulatory and contractual responsibilities to maintain a safe, healthy and sanitary workplace.
6. Do my best to work in a manner consistent with the quality, productivity and safety of every task that I am assigned.
7. Do my best to help every co-worker return home safe at the conclusion of every shift.

The Ironworkers' Standards of Excellence will increase the pride, the productivity and the craftsmanship of every Ironworker throughout North America. This commitment will improve work place conditions, increase work opportunities, and help maintain our wages, benefits and standard of living. In addition, the Standards of Excellence will help our signatory employers complete their projects on time, on budget with no injuries or accidents.

In accordance with Article XXVI of the International Constitution, charges may be preferred against any member for violations of the Ironworkers' Standard of Excellence, including but not limited to the following reasons:

- Taking a job referral and not reporting to work.
- Failing pre-employment qualifications.
- Discharged for excessive absenteeism.

Fines for the first offense shall be no less than \$100.00 or no more than one (1) day's pay including fringe benefits and working assessments.

I acknowledge this responsibility and pledge my word to do the same.

Signature

Social Security / Insurance Number

Date



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POLICY ON SEXUAL HARASSMENT

It is the policy of the apprenticeship sponsor, ironworkers Local Union No. 12 Joint Apprenticeship Committee of Albany & Vicinity ("Committee"), to promote a work and academic environment in which there exists a mutual respect for all apprentices, journeymen and contractors and to maintain a work environment that is free of all forms of discriminatory conduct, including harassment based on sex.

The Committee recognizes that harassment based on sex is, among other things, disruptive to good business practice in that it distracts from the program goal of optimizing the utilization of its apprentices, their skills and their talents. Sexual harassment is prohibited by New York and federal law and will not be tolerated. This policy not only applies to internal interactions among ironworkers Local No. 12 apprentices themselves and between apprentices and instructors but also to apprentices' actions towards and treatment by external contacts such as contractors and journey persons.

Guidelines established by the Equal Employment Opportunity Commission (EEOC) provide that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment.

If an apprentice believes that he/she is being subjected to sexual harassment, the apprentice should, to the extent possible, first clearly inform that harasser that the behavior is offensive and/or unwelcome and demand that such conduct stop. If the behavior continues, the apprentice should bring the complaint promptly to the attention of his/her immediate supervisor. If the immediate supervisor is involved in the harassing activity, the other Committee members should be informed of the complaint.

The complaint will be investigated by the Committee in a prompt, fair and thorough manner. All complaints will be kept as confidential as possible under the circumstances. If the complaint is substantiated, prompt action will be taken to stop the harassment immediately and prevent recurrence, including appropriate corrective and/or disciplinary action.

A violation of this policy may constitute cause for termination from the Apprenticeship Program at the discretion of the Committee's Board of Trustees. This policy also prohibits retaliation against any apprentice involved with the initiation or supporting a sexual harassment allegation.

If an apprentice is dissatisfied with the Committee's response to his/her complaint, the apprentice may also notify the New York State Department of Labor's Division of Equal Opportunity Development with information relating to the complaint. If the Complaint cannot be successfully resolved, the apprentice has the right to contact the New York State Division of Human Rights, The Equal Employment Opportunity Commission, and the U.S. Department of Labor's Directorate of Civil Rights.

The making of false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

Signature


Date: _____

Eric Brugeman



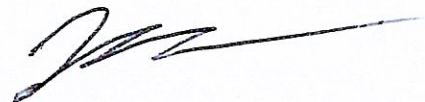
Business Manager, FST

Steve Staley



President
JAC Coordinator

John Bissaillon



Vice President



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Acknowledgement Page

I _____ have read and understand the Local 12 Joint Apprenticeship Committees Policy on Sexual Harassment and the Apprentice Agreement. I agree to abide by the rules and regulations in both or be subject to disciplinary measures accordingly, which could result in my removal from the program.

I have received copies of both and understand copies are provided for me at the Union Hall and Apprentice School as well as a copy of signed forms, including this one to be kept in my file.

Print Name

Signature

Date



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Apprenticeship Program Attendance Requirements

Dear Apprentices:

You are allowed three (3) days per year for unexcused absences as well as three (3) classes to be made up according to your instructor's requirements. If you miss a total of seven (7) classes, including those classes made up, you must appear before the joint Apprenticeship Training Committee (JATC) Board. The JATC Board will determine if the reason for your absences is *excusable* and if they find that the reasons are inexcusable you will be terminated from the program immediately. Exceptions for missed classes are:

- Funerals
- Death in the family
- Sickness with note from your physician

Remember that you must contact your instructor if you are not going to attend a class for any reason.

Respectfully Submitted

Steve Staley

President/JATC Coordinator

By signing below, you are in agreement that you have read and understand the attendance requirements expected of you while you are in the Apprenticeship Program.

Applicant Printed Name

Applicant Signature

Date Signature



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JOB DESCRIPTION

The duties of a Journeyman Ironworker are varied. A Journeyman is expected to be knowledgeable and skilled in all phases of their trade. The following is a list of the different phases and duties of a Journeyman.

1. **STRUCTURAL:** When a Journeyman Ironworker is referred to a job involving structural work, they become responsible for the erection, handling and sorting of that structural steel.
 - a. A Structural Ironworker wears a safety belt, which holds an adjustable wrench and snap, a bolt bag with two tempered steel bull pins, a scabbard with two spud wrenches, and a safety line and must also carry a connecting bar and a hammer (beater). This belt weighs between 25 lbs. to 50 lbs., depending on the amount of bolts left in the bolt bag. This belt is worn for the entire 8 hour work day.
 - b. A Structural Ironworker must be ready to climb with full gear. They must be able to work in the raising gang rigging steel; be able to "hook-on", hoisting the steel after applying chokers to structural members; able to handle a tag line and to "bolter-up" (after the initial connection an impact wrench is used to tighten the bolts).
 - c. Structural Ironwork involves 8 hours of constant walking, climbing, bending, reaching, lifting and carrying.
2. **REINFORCING:** A Reinforcing Ironworker (RODMAN) sets steel bars in concrete forms to reinforce concrete structures. They place steel bars on suitable supports in the concrete form and ties the bars together at intersections so that each bar receives its intended structural load.
 - a. A Rodman is responsible for the sorting of rods, the carrying of rods, the placement of those rods and the tying of rods.
 - b. The steel rods weigh from 50lbs. to 150 lbs. each.
 - c. A Rodman wears a safety belt, which holds a scabbard with pliers, rulers, markers and a reel holding tie wire. This belt weighs an average of 20 lbs. to 30 lbs.
 - d. A Rodman will be expected to work an 8 hour day, walking, climbing, bending, and reaching, lifting and carrying.
3. **RIGGING:** A Rigger usually works on special rigging jobs requiring knowledge of fiber lines, wire rope, chains and hooks, slings and guy line, hoisting equipment, anchorages, scaffolding, skids and rollers, and the lifting and moving of extreme loads. They must be able to tie all knots and hitches and make splices. They will put in a full eight hours of walking, climbing, and bending, lifting, reaching and carrying.

4. **ORNAMENTAL:** An Ornamental Ironworker installs metal stairways, catwalks, floor plates, gratings, metal window sash, metal curtain wall and doors, grilles, screens, mail chutes, fences, gates and railings, etc.
 - a. An Ornamental Ironworker must carry a toolbox which includes levels, rulers, squares, sockets, wrenches, taps; drill sets drills, screwdrivers, ratchets, pliers, clamps, saws, files, hammer, chisels, etc.
5. **SHEETING:** A Sheeter installs metal sheeting or metal decking and work off various types of scaffolding and steel beams.
 - a. This type of work involves a great deal of climbing, bending, reaching, lifting and carrying: plus knowledge of knot typing and the use of hand and power tools.
6. **Welding:** A Welder will be expected to have knowledge of welding and the use of welding equipment.
 - a. The Journeyman Welder must be able to carry the tanks, torches, hoses and tips needed for their work.
 - b. Welding for an Ironworker requires a full day of walking, climbing, bending, reaching, lifting and carrying.

All of the above listed jobs require a full day of strenuous physical labor. An Ironworker will climb on building erection jobs, on bridges, on wall reinforcing jobs, on ornamental work, on sheeting jobs, on rigging jobs and on welding structural jobs.

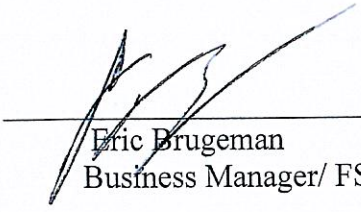
A Journeyman will have to bend and reach constantly while connecting, bolting up, rigging: while placing and tying reinforcing bars: while placing metal sheeting and decking on a building: while putting up metal window sash or stair railings; or while setting up their welding equipment.

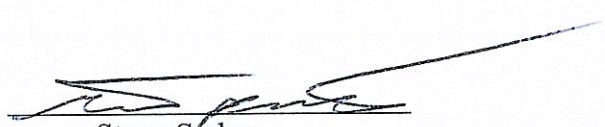
An Ironworker will be lifting and carrying heavy steel no matter what phase of the trade they work in. There is no light work in the Ironworkers field.

If you have any further questions concerning the requirements of a Journeyman Ironworker, please contact the Ironworkers Union Hall, 890 Third Street, Suite 2, Albany, NY 12206 or call us at (518) 435-0470.

Applicant Signature

_____/_____/_____
Date Signed


Eric Brugeman
Business Manager/ FST


Steve Staley
President/JAC Coordinator