



New York State Department of Labor

Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor Code

Trade Code

, located at

(Sponsor)

(Address)

is presently accepting applications for an estimated _____ apprentice training positions in
(No. of Openings)

the occupation of

(Trade)

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

Minimum Qualifications

Minimum Age:

Minimum Education:

Physical Condition: Be physically able to perform the work required as determined by

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other:

Other:

Other:

Application Forms May be Obtained From:

Dates:

From:

To:

Name:

Days:

Address:

Times:

Phone Number: () -

Email Address:

Special Instructions:

All Applications Must be Received Postmarked no Later Than:

Instructions

Purpose

To provide apprentice training program sponsors with a form to state the minimum qualifications for a recruitment.

Preparation

One copy is prepared by the sponsor in consultation with the Apprentice Training Representative (ATR).

Entries

Sponsor – Enter the name of the sponsor as it appears on the AT 10, Apprentice Training Program Registration Agreement.

Address – Enter the address of the sponsor as it appears on the AT 10.

No. Openings - Enter the number of apprentices the sponsor expects to hire as a result of this recruitment. If this is a new program or Affirmative Action Plan (AAP) renewal with no recruitment taking place, enter “0”.

Trade – Enter the name of the trade as it appears on the AT 10.

Minimum Age – Enter the minimum age required for applicants. Generally this is 17 or 18 years of age. NOTE: By law apprentices must be at least 16 years of age.

Minimum Education – Enter the minimum number of years of education required for applicants and any special courses that may be required. If there are no minimum requirements, enter “none”.

Physical Condition – Enter the method to be used to determine the applicant’s ability to perform the job, e.g., medical after selection, notarized affidavit. If there is no specific requirement, enter “N/A”.

Other – Enter any other minimum qualifications that may exist, e.g. residency requirements, transportation availability, and current employee of sponsor.

Application Forms May be Obtained From – Enter the name and address where applications will be available during the recruitment period. This address must be a physical location and not a post office box.

Dates – Enter the dates of the recruitment period, e.g., 1/23/15 to 2/17/15. The “Special Instructions” field can be used to accommodate multiple recruitment dates.

Days – Enter the days applications will be available during the recruitment period, e.g., Mon. – Fri., “the first Tues. of each month.”

Times – Enter the times during the recruitment period when applications will available, e.g., 8:00a.m. to noon.

Special Instructions – Enter any special instructions that may apply to this recruitment, e.g., Applications not available on 2/15/15, Washington’s Birthday; all applications must be filled out on the premises.

All Applications Must be Received or Postmarked no Later Than – Enter the last date applications will be accepted.