

# Applicant Notification

Date: \_\_\_\_\_

Candidate name: \_\_\_\_\_

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

\_\_\_\_\_

Dear Candidate,

You recently applied for a/an \_\_\_\_\_ apprenticeship (Trade).  
The following checked items indicate your status:

**Minimum Qualifications Review:**

**You meet the minimum qualifications** to be placed in the eligible pool. You are to report to:

Name of Location: \_\_\_\_\_

Location: \_\_\_\_\_

On: Date: \_\_\_\_\_ Time: \_\_\_\_\_ For:  Tests  Interview

**You do not meet the minimum qualifications** to be placed in the eligible pool. Please see the attached *Apprentice Training Recruitment Notification and Minimum Qualifications, AT 505* form.

**Eligibility List Ranking:**

**You qualify** for the eligibility list. Score: \_\_\_\_\_ Rank: \_\_\_\_\_ (As of the date above)

Note: While your score is fixed, your rank may change as names are added or deleted from the list.

**You are appointed** to an apprenticeship. You are to report to:

Employer name: \_\_\_\_\_

Work location: \_\_\_\_\_

On: Date\*: \_\_\_\_\_ Time: \_\_\_\_\_

**You are not appointed** at this time. You will be notified if you become reachable for appointment.

**You do not qualify** for the eligibility list because you:

Did not take the required tests

Did not appear for your interview

Other, specify: \_\_\_\_\_

**Note:** If you believe this disqualification decision was:

- Reached in error, you may request that the sponsor review your application. You must make your request in writing. Mail it to the address below.
- The result of discrimination based on race, creed, color, national origin, age, sex, disability or marital status, you may file a complaint. Please see the complaint information on the reverse.

\* If you are unable to report on this date or time, **you must contact us at least 3 days prior** to this date.

If you do not give prior notification and fail to report on the report date, you will be removed from the eligibility list. Contact us at the phone number or email below.

Sponsor's Name and Address: \_\_\_\_\_

Sponsor's Representative Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

# Equal Employment Opportunity in Apprenticeship Complaint Procedure

(The official *Equal Employment Opportunity in Apprenticeship Training Regulations, Part 600.12 - Complaint Procedure*, effective as Amended December 19, 1986, AT 600.12 is available at <https://labor.ny.gov/apprenticeship/pdfs/600-12-ComplaintProcedure.pdf>.)

If you believe that you have been discriminated against in your apprenticeship application or in your apprenticeship on the basis of:

- Your race, color, religion, national origin, age, sex, disability, or marital status
- The equal opportunity selection standards have not been followed

You or your authorized representative may file a complaint with:

- The New York State Division of Human Rights at <http://www.dhr.ny.gov/how-file-complaint>
- The private review body\* established by the sponsor

## Time frame:

- Complaints must be filed **no later than one year** from the date of the alleged discrimination or specified failure to follow equal opportunity standards
- If you choose to file your complaint with the review body, you may also refer it to the State Division of Human Rights:
  - Within the **one year** time limitation stated above
  - Within **30 days** from the final decision by the review body

Whichever is later. The time may be extended by the State Division of Human Rights for good cause shown.

The complaint must be submitted in writing and signed by you. The complaint must include:

- Your name, address, phone number and the program sponsor involved
- A brief description of the alleged discrimination or specified failure to follow equal opportunity standards

## Complaint Processing:

When the State Division of Human Rights receives a complaint they will:

- Forward the complaint to the sponsor's review body if one is designated, unless:
  - You request them not to in your written complaint, or
  - The Division of Human Rights has determined the review body will not effectively enforce the equal opportunity standards

Within 30 days following the referral of the complaint to the review body, the Division of Human Rights will, obtain reports from the complainant and the review body about the disposition of the complaint. If the complaint:

- **Has been satisfactorily resolved** and there is no other indication of failure to apply equal opportunity standards, the case shall be closed and the parties informed
- **Has not been resolved:**
  - Within 90 days, or
  - Despite satisfactory resolution of the complaint by the review body, there is evidence that equal opportunity practices of the apprenticeship program are not in accordance with Part 600.12 of the Complaint Procedure, the New York State Department of Labor Commissioner may conduct such compliance review as found necessary, and will take all necessary steps to resolve the complaint
- If no review body exists, the Division of Human Rights will conduct a compliance review to determine the facts of the complaint. They may also obtain information relating to the compliance regulations.

## \* Review body:

The apprenticeship sponsor or a group of sponsors may choose to establish a private review body to serve the needs of the apprenticeship programs within the community. The sponsor(s) must establish fair, speedy, and effective procedures for the review body to handle equal opportunity complaints. Sponsors must provide written notice of these complaint procedures to all apprenticeship applicants and all apprentices. A review body is made up of:

- Three or more people from the community who serve without compensation
- Members who are not be directly associated with the administration of the apprenticeship program