

CHECKLIST FOR APPLICANTS

- Application Request Form
 - ✓ Must be accompanied by \$25 application fee
- Main Application Packet
 - ✓ Must be received by the JATC within the general aptitude test deadline, as well as your 30 day deadline.
 - ✓ Copy of photo ID
- High School Transcript or GED
 - ✓ Must be official (sent directly from the school to us in a sealed envelope)
 - ✓ Proof of Algebra completion; at least 1 full credit of basic high school algebra with a grade of C or higher
 - ✓ If you attended high school overseas, your transcript would need to be translated by a professional translation service
- Trade School Verification (if applicable)
 - ✓ Request form filled out by you
 - ✓ Two-Year form filled out by the dean or department head at your school
 - ✓ Official final transcript (Must be sent directly from the school to us in a sealed envelope. If you are still currently enrolled, then we would need a partial transcript of what you have completed so far, and an official copy upon completion of your degree/diploma)
- Work Experience Verification (if you have worked under a Journeyman or Master Electrician)
 - ✓ Request form filled out by you
 - ✓ Work Experience Listing and Waiver & Report filled out by your contractor(s). If you have had more than one contractor, please contact the JATC for additional forms
 - ✓ Two of the following three items: Paystubs, W2's, or a payroll report from your contractor
- Optional Documents (the following documents are not required, but may enhance your application file for interviews)
 - ✓ DD214 (for military experience)
 - ✓ Additional transcripts from other schools/colleges (must be official)
 - ✓ Resume
 - ✓ Letters of Recommendation
 - ✓ Certificates
- Aptitude Test
 - ✓ If you had your main application packet turned in before the aptitude deadline, you will be signed up for the test and should receive a reminder in the mail about two weeks before the test
 - ✓ You must pass the test with an overall score of 4 or higher to be eligible for an interview
- Oral Interview
 - ✓ You will be scheduled for an interview if your application file is complete within your 30 day deadline (including all transcripts and fulfilling the algebra requirement), and you have passed the aptitude test with a 4 or higher.
 - ✓ You will be mailed an interview date/time about a month after the aptitude test. Your interview score will put you on our hiring list. When we hire, we hire from the top of the list. If you are not hired within 2 years of your interview date, your name will come off the hiring list and you can reapply at that time if you so choose.

Application #: _____

30 Day Deadline: _____