

APPLICATION AND SELECTION PROCEDURES

ADOPTED BY

Wisconsin Electronic Security Association
Unilateral Apprenticeship and Training Committee
P.O. Box 28882
Greenfield, WI 53228

Sponsor Number: 22956

FOR THE OCCUPATION OF

Security and Fire Alarm Systems Installer
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UATC chair

Date

Karen Morgan, Bureau Director
State of Wisconsin
Dept. of Workforce Development
Employment and Training Division
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Madison, Wisconsin 53707

Approved and Adopted: _____

**WISCONSIN ELECTRONIC SECURITY ASSOCIATION
UNILATERAL APPRENTICESHIP AND TRAINING COMMITTEE
APPLICATION AND SELECTION PROCEDURES**

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Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
P.O. Box 7972
Madison, WI 53707

Non-Discrimination Pledge

Wisconsin Electronic Security Association
P.O. Box 28882
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The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

UATC Chair

date

SECTION I - MINIMUM QUALIFICATIONS

Applicants shall meet the following minimum qualifications:

A. Age

An applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program. Proof of age is required.

B. Education

A high school diploma or equivalent is required. Applicants must provide an official transcript or diploma documentation.

C. Physical

1. Qualified applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
2. Applicants may be required to pass a screen for the current illegal use of drugs on acceptance into the program and prior to being employed.
3. Applicants must be safety minded and willing to practice the same.

D. Transportation

1. Apprentices must have reliable transportation to work and school.
2. The employer may require a valid driver's license and the ability to be insured as a condition of employment.

E. Criminal Background Check

Because of the nature of employment a criminal background check by the employer prior to potential employment may be performed. The expense of the examination, screening, or record checks shall be borne by employers desiring such checks.

SECTION II: APPLICATION AVAILABILITY AND PROCEDURE

- A. Application forms are available year round at www.wiesa.org. Applications will be mailed upon request.
- B. All applications are identical in form and requirements.
- C. Upon receipt of the completed application by the UATC, the application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be tracked.
- D. Application assistance is available at apprenticeship@wiesa.org or (414) 459-3260.

SECTION III: SELECTION PROCEDURES:

- A. The number of new apprentices to be selected, at any time, will be determined by industry needs.
- B. Applications are available online at www.wiesa.org and through the mail by calling (414) 459-3260.
- C. Applicants must provide the following documents to the UATC office:
 - 1. Completed application form
 - 2. Proof of high school graduation or the equivalent.
 - 3. Proof of age.
 - 4. Statement of Understanding.
- D. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification and will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- E. Applicants meeting the minimum requirements will be sent the following documents through the US mail.
 - 1. A letter stating eligibility to be hired as an apprentice (Letter of Introduction).
 - 2. A list of participating contractors.

- F. Qualified candidates will be placed on a qualified pool list in order of the date they were deemed qualified. This list is provided to participating employers upon request.
- G. After receipt of the letter of introduction, applicants must find employment with a qualified employer. The hiring employer will contact the UATC to request registration of the apprentice contract.
- H. The letter of introduction is valid for two years. Upon expiration, the applicant must contact the UATC office to obtain an additional letter with extended time.
- I. It is the applicant's responsibility to update the UATC office of any contact information changes.
- J. Once selected by an employer, the applicant will be scheduled to attend a registration orientation. The applicant is not an apprentice until the apprentice contract is signed at an orientation.
- K. The following documents are available on line at www.wiesa.org.
 - a. Applications
 - b. Selection Procedures
 - c. Job Description
 - d. Standards
 - e. Statement of Understanding Signature Form
 - f. Affirmative Action Plan

SECTION IV: COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Department.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the UATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity

standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Department for good cause shown.

- D. Complaints of discrimination in the apprenticeship program may be filed and processed under DWD 296 and the procedures as set forth above.
- E. The UATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V - MAINTENANCE OF RECORDS

- A. The UATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay, conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, at Title 29, Code of Federal Regulations (CFR), part 30, as may be required by the Department. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.
- B. The UATC must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of DWD 296 and Title 29, CFR, part 30.4. The UATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in DWD 296 and Title 29, CFR, part 30.5(b).
- C. Records will be maintained for five (5) years from the date of the last action and made available upon request to the Department or other authorized representative.