

BuildingWorks

Pre-Apprenticeship Training

Application – November 2022

INSTRUCTIONS

You received this form because you expressed interest in BuildingWorks. This form is for the November 2022 session to be held **November 7 – December 16, 2022**. We conduct several BuildingWorks sessions throughout the year. Complete and return this form for the November 2022 training only.

BuildingWorks is a pre-apprenticeship training that prepares individuals for the Carpenter’s Union Apprenticeship. Successful candidates for BuildingWorks must have a strong career interest in union carpentry. They must be able to demonstrate, through personal experience, the ability to commit to projects, and the likelihood of completing the 4-year carpenter apprenticeship leading to a long and successful career as a union carpenter. Previous experience could be through work, school, training, or volunteering and does not need to be related to carpentry or construction. BuildingWorks is not a program for individuals looking for short term work or hands-on skills training.

HERE ARE SOME THINGS YOU SHOULD KNOW ABOUT BUILDINGWORKS BEFORE YOU APPLY:

- **You must be vaccinated for COVID-19 to participant in the November 2022 training and show proof of vaccination prior to enrollment.**
- Applicants must have a strong interest in Carpentry and a commitment to completing the 4-year apprenticeship leading to a career as a Union Carpenter.
- Applicants must be willing and able to work on job sites anywhere in New York City and vicinity.
- Applicants must present original documents before beginning the training (List on page 2 of application).
- Applicants must pass a drug screen.
- Training starts **November 7** and ends **December 16, 2022**.
- Full-Day Sessions are held Mon. to Fri. **7:00 am - 4:00 pm**. (start/end times may vary)
- Sessions will be held in person at the Carpenters Training Center in lower Manhattan. You must attend all sessions. There is a strict attendance policy. No excused absences or lateness for any reason.
- After completing BuildingWorks, recommendations to the apprenticeship are based on performance during training and are NOT automatic. There may be a waiting period of several months before apprenticeship openings are available.

To learn more about BuildingWorks Pre-Apprenticeship training and the 4-year Apprenticeship, we encourage applicants to visit the Carpenters Training Center and NYC District Council websites

<https://www.nyccarpenterstrainingcenter.org/building-works/>

<https://www.nycdistrictcouncil.com/buildingworks/>

For the November 2022 training, you must be vaccinated for COVID-19 and show proof of vaccination prior to enrollment. Most of the 5-week training will take place in-person at the Carpenters Training Center in lower Manhattan. MASKS are encouraged in all public areas. Guidelines and safety protocols related to COVID-19 may change at any time.

The following are acceptable documents to verify COVID-19 vaccination: CDC COVID-19 Vaccination Record Card, NYC COVID Safe App, New York State Excelsior Pass, CLEAR’s Digital Vaccine Card, CLEAR Health Pass, Official vaccine record.

See next page for application instructions.

Questions may be emailed to buildingworks@nydcctc.org DO NOT TELEPHONE

We welcome applications from anyone interested in a career as a Union Carpenter, but we are unable to enroll all who apply. The application process is competitive. **You must follow these steps:**

<p>1 Find and scan your Diploma or GED</p>	<p>A scan of your original <u>High School Diploma or GED or TASC certificate</u> must be submitted with your application. Diploma must be from an accredited high school (online programs are not accepted). In place of a diploma, we will accept an official High School transcript in original form with a signature, raised seal and your graduation date. We do NOT accept letters from a High School official. Diplomas in a foreign language must be accompanied by a translation.</p>
<p>2 Return Application</p>	<p>Print the 4-page application form. Complete all questions on the application, scan completed application with your High School diploma or GED certificate and EMAIL to: <u>buildingworks@nycdcctc.org</u> All applications must be emailed by 12 noon October 26, 2022. We will NOT accept applications received by mail or delivered in person.</p>
<p>3 Attend webinar and complete online test</p>	<p>By 4pm on August 31, you will receive an email with log-in information for a mandatory applicant webinar to be held October 28th. Check your email, spam and junk folders. All applicants MUST log-in on time and participate in this online session. Following the session, you will receive a link to an online test. You must attend the webinar and complete the online test for your application to remain in consideration. If you do not receive a link to the webinar on October 26 then we did not receive your application. You must contact us at buildingworks@nycdcctc.org Do not telephone.</p>
<p>4 Interview</p>	<p>Applicants who remain in consideration after the test will be contacted by email with an interview appointment. Interviews will be held virtually. You must show originals of the required documents. (See page 2 of application for required documents).</p>
<p>5 Drug Screen</p>	<p>Applicants who remain in consideration after the interview will receive information about a drug screening. You must complete and pass a drug test to remain in consideration.</p>

Follow these guidelines to email your application:

- Scan your completed application as a PDF. (We will not accept other formats).
- A resume may be included but is not required. Do not include other documents such as certificates or IDs (except for the required education document in step 1 above).
- Combine all pages into a single PDF to include the 4-page application form, education document and optional resume. Please do not send as multiple PDFs.
- Email PDF to buildingworks@nycdcctc.org by 12 noon October 26, 2022

All applications must be received by 12 noon October 26, 2022

Incomplete applications, or those received after the deadline will not be considered.

Questions may be emailed to buildingworks@nycdcctc.org DO NOT TELEPHONE.

The application process (and some classes) will be conducted virtually and will require the following: Windows 7 and higher or MAC OS 10.10 and higher; an internet connection - broadband wired or wireless (3G or 4G/LTE); speakers and a microphone - built-in, or USB plug-in, or wireless Bluetooth; a webcam or HD-in webcam – wireless or USB plug-in.

Information collected on pages 2 and 3 of this application is for demographic and program evaluation purposes only. We will not take this information into consideration when evaluating applicants for training or job recommendation.

You must be eligible to work in the U.S. to enroll in BuildingWorks and provide documents to verify. The ORIGINALS of the following documents must be presented before being accepted to the program.

- **Social Security Card**
- **Government issued photo ID with birth date OR US Passport** (must be current/not expired)
- **Proof of Current Address** (if different from photo ID)
- **HS Diploma or GED/TASC Certificate** (see instruction pages for acceptable documents)
- **Proof of COVID-19 Vaccination** (see instruction pages for acceptable documents)

Do you have ORIGINAL forms of the documents listed above? Yes No

AGE: _____ Date of Birth: ____/____/____ Social Security # (last 4 digits): XXX-XX-_____

How would you describe yourself? Check one or more.

- Hispanic / Latino
- Black / African American
- Unknown
- American Indian / Alaska Native
- Native Hawaiian / Pacific Islander
- Asian
- White / Caucasian

Country of Birth: _____ If not born in U.S., how long have you been in the U.S.? _____

Is English your first language? Yes No If "No," what is your first language: _____

Do you speak a second language? Yes No What other language(s) do you speak? _____

Veteran Status

Are you a Veteran of Military Service? Yes No

Branch: _____ Rank: _____ Years in service: _____

Discharge Status: Honorable General Other Than Honorable (OTH) Bad Conduct (BCD) Dishonorable

Household Composition / Living Arrangements

Marital Status:

- Married
- Divorced
- Widowed
- Domestic Partner
- Separated
- Never married

Household Type: (check any that apply):

- NYCHA
- Own Home
- Group Home
- Rent
- Shelter
- Other: _____

How many people live in your household? _____ (Please list below all individuals in your household including children).

Name	Relationship to you	Age	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How many children do YOU have? ____ Ages: ____ Are you the primary caregiver? Yes No

Health Information

Do you currently have medical insurance? None Medicare Medicaid Private/Other

Are you currently taking any medication? Yes No (if yes, please list) _____

Do you have any known allergies? Yes No (if yes, please list) _____

Do you have any health issues that would prevent you from fully participating in BuildingWorks? Yes No (if yes, please explain) _____

Household Income

Estimate the combined income for your household for the past 12 months. Include income from employment for you and any others in your household. Select one range below that represents the total household income for the past 12 months.

- Less than \$11,490 \$15,001 - \$20,000 \$23,501 - \$30,000 More than \$50,000
 \$11,491 - \$15,000 \$20,001 - \$23,500 \$30,001 - \$50,000

Are you or any member of your family receiving some form of public assistance? Please check any that apply.

- Not receiving public assistance Social Security / Disability Food Stamps / SNAP TANF/WIC
 Medicaid / Medicare Back to Work / WEP Other _____

Conviction Record Individuals with conviction records **are eligible** for BuildingWorks.

Do you have a record? Yes No

If yes, please explain and include the outcome: _____

Are you currently on probation or parole? Probation Parole Neither Until When? _____

Education

To enroll in BuildingWorks, you must have graduated from High School or received a GED or TASC and have sufficient documentation to verify. **A copy of the document must be emailed with this application**, and you must provide the ORIGINAL prior to enrolling in BuildingWorks.

Name of High School attended: _____ City, State: _____

Did you graduate from high school? Yes No Highest grade completed: 9 10 11 12

Do you have a GED? Yes No Highest degree received: _____

Please list other schools attended since high school. Name of School: _____

Degree/Area of Study: _____ # of years attended / final outcome: _____

Employment History

 (for demographic and program evaluation purposes only)

What is your current employment status?

- Working full-time Unemployed less than 6 months Never worked
 Working part-time Unemployed 6 months to 1yr
 Temporary/Seasonal Unemployed more than 1yr

When did you receive your last paycheck? _____ How many weeks did you work in the last 12 months? _____

How many hours a week did you work in the last 12 months? _____ How much did you earn an hour? \$ _____

Are YOU receiving or have received **Unemployment Benefits**? Check any that apply.

- Currently Receiving Unemployment Previously received unemployment and exhausted benefits
 Received Unemployment in the last 12 months Have never been eligible

If currently receiving Unemployment, Amount per week \$ _____ Number of weeks remaining: _____

You must complete this section if YOU have previously applied to BuildingWorks.

When did you last apply? _____ What was the outcome? _____

Describe something you accomplished since you last applied, and why you are applying again.

BuildingWorks does not discriminate on the basis of race, creed, religion, color, national and ethnic origin, sex, age, marital status, military or veteran status, sexual orientation, gender identity or expression, citizenship, arrest records, or genetic predisposition (G.I.N.A.) in administration of its educational policies, admissions, policies, and other school-administered programs.

Employment History

How many years of work experience do you have? _____

List your TWO most recent jobs beginning with your current or most recent job. If you have significant work experience it is recommended to email a resume with this application. You **must** complete this section even if you send a resume.

Employer/Company Name	Start Date (mo/yr)	End Date (mo/yr)
Your Job Title	Hours/Week	Reason for Leaving
Describe your job duties for this job.		

Employer/Company Name	Start Date (mo/yr)	End Date (mo/yr)
Your Job Title	Hours/Week	Reason for Leaving
Describe your job duties for this job.		

Are you able to arrive at a work site as early as 6:00 am? Yes No

Are you able to lift heavy objects and stand for up to 8 hours? Yes No

Are you comfortable working outdoors in extreme weather conditions? Yes No

Are you comfortable working at great heights, tight spaces or underground? Yes No

Are you willing to work at any site in the 5 boroughs of NYC and vicinity? Yes No

Are you willing to work overtime that includes weekends and evenings? Yes No

Have you ever been a member of a union and If yes, which one(s)?: _____

Do you have any Certifications or Licenses? (please list) _____

Have you ever enrolled in other **skills training programs**? Yes No (If yes, check below and include the outcome)

Edward J. Malloy Construction Skills Job Corps (which one) _____

Nontraditional Employment for Women (NEW) NYCHA Resident Training

Another apprenticeship: _____ Other: _____

Outcome for any of the above: _____

Describe other experiences (school, training, unpaid or volunteer work) that make you believe you would be a good at this.

Certification. I certify that all information on this application is complete, accurate, and true to the best of my knowledge. Any false or incomplete statements may result in denial of admission or possible termination if enrolled. I understand that completion of this application, participation in an information session, interview or testing does not guarantee acceptance to the BuildingWorks training. If accepted, I agree to abide by all the rules and regulations set forth by the program. I understand, that if accepted, my employment information may be shared with funding sources of BuildingWorks to demonstrate success of the program. My information will be stored on a database to be accessed by BuildingWorks staff only for the purposes of administering the program. I grant BuildingWorks permission to take photographs of me in connection with the training program and use such photographs of me for any lawful purpose including for example publicity and web content.

Applicant signature

Date