

Thank you for your interest in BuildingWorks!

The pre-apprenticeship program of the New York City District Council of Carpenters.

This form is for the January 2023 session to be held **January 9 – February 3, 2023.**

Complete and return this form for the January 2023 training only. If you are not able to participate in January, you are welcome to apply to an upcoming session. visit our website for upcoming dates and to download a new form.

<https://www.nyccarpenterstrainingcenter.org/buildingworks-application/>

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

BuildingWorks is a pre-apprenticeship training that prepares individuals for the Carpenters Union Apprenticeship. Successful candidates for BuildingWorks should have a strong career interest in union carpentry. They should 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. No previous experience with carpentry or construction is necessary, but we hope that candidates share with us any previous experience through work, school, training, or volunteering.

- Applicants should have a strong interest in Carpentry and commit 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 pass a drug screen.
- Training starts **January 9** and ends **February 3, 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. There is a strict attendance policy. No excused absences or lateness for any reason.

Please visit the Carpenters Training Center and NYC District Council websites to learn more about BuildingWorks Pre-Apprenticeship training and the 4-year Apprenticeship

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

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

See next page for application instructions. Please email questions to buildingworks@nycdcctc.org

We look forward to meeting you!

Please follow these steps to apply:

<p>1</p> <p>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</p> <p>Email completed Application</p>	<p>Print and complete the 4-page application form. Scan completed application with your High School diploma or GED certificate and EMAIL to:</p> <p>buildingworks@nycdcctc.org</p> <p>All applications must be <u>emailed</u> by 12 noon January 3, 2023.</p> <p>We are not able to accept applications received by mail or delivered in person.</p>
<p>3</p> <p>Attend webinar and complete online test</p>	<p>By 4pm on January 3, you will receive an email with log-in information for a mandatory applicant webinar to be held January 4. 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.</p>
<p>4</p> <p>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>Applicants who are accepted to the training will be notified by Friday, January 6</p>	

Here are a few tips to email your application:

- Scan your completed application as a PDF. (We cannot accept other formats).
- Please do not forward IDs or certificates. You can share these at your interview.
- A resume may be included but is not required.
- 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.

All applications must be received by 12 noon January 3

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

Questions may be emailed to buildingworks@nycdcctc.org

Thank you for your interest in BuildingWorks! We look forward to meeting you.

Application – January 2023

REQUIRED DOCUMENT

[illegible]

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)

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.

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Hispanic / Latino | <input type="checkbox"/> Black / African American | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian / Pacific Islander | |
| <input type="checkbox"/> Asian | <input type="checkbox"/> 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:

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Married | <input type="checkbox"/> Divorced | <input type="checkbox"/> Widowed |
| <input type="checkbox"/> Domestic Partner | <input type="checkbox"/> Separated | <input type="checkbox"/> Never married |

Household Type: (check any that apply):

- | | | |
|--------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> NYCHA | <input type="checkbox"/> Own Home | <input type="checkbox"/> Group Home |
| <input type="checkbox"/> Rent | <input type="checkbox"/> Shelter | <input type="checkbox"/> 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.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Less than \$11,490 | <input type="checkbox"/> \$15,001 - \$20,000 | <input type="checkbox"/> \$23,501 - \$30,000 | <input type="checkbox"/> More than \$50,000 |
| <input type="checkbox"/> \$11,491 – \$15,000 | <input type="checkbox"/> \$20,001 - \$23,500 | <input type="checkbox"/> \$30,001 - \$50,000 | |

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

- | | | | |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Not receiving public assistance | <input type="checkbox"/> Social Security / Disability | <input type="checkbox"/> Food Stamps / SNAP | <input type="checkbox"/> TANF/WIC |
| | <input type="checkbox"/> Medicaid / Medicare | <input type="checkbox"/> Back to Work / WEP | <input type="checkbox"/> 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?

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Working full-time | <input type="checkbox"/> Unemployed less than 6 months | <input type="checkbox"/> Never worked |
| <input type="checkbox"/> Working part-time | <input type="checkbox"/> Unemployed 6 months to 1yr | |
| <input type="checkbox"/> Temporary/Seasonal | <input type="checkbox"/> Unemployed <u>more</u> 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.

- | | |
|--|--|
| <input type="checkbox"/> Currently Receiving Unemployment | <input type="checkbox"/> Previously received unemployment and exhausted benefits |
| <input type="checkbox"/> Received Unemployment in the last 12 months | <input type="checkbox"/> 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