

# LOCAL 461 APPRENTICE APPLICANT INSTRUCTION SHEET

## BASIC REQUIREMENTS:

1. You must be a minimum of 17 years of age at the time of application and must be a minimum of 18 years of age at the time of selection and indenture.
2. All applications must be completed in the Local Union Office and must not be taken out of the building.
3. Must be a high school graduate or have a G.E.D. (copy of G.E.D. certificate is required) or have a two-year Associate Degree or higher. Proof of one year of high school Algebra I with a grade of "C" or better or post high school Algebra I equivalent will be required.
4. Possess and maintain a valid Driver's License.
5. Must be a resident of Local 461's jurisdiction at the time of application. Jurisdiction includes the Southern half of Kane County, all of Kendall County, plus Sandwich (including Township) in DeKalb County.
6. Agree to sign a statement the he/she is physically able to perform electrical construction work.
7. Accepted applicants will be required to appear at a time and place specified by the NECA/IBEW Joint Apprenticeship & Training Committee for a drug-screen test.

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED NO LATER THAN 30 DAYS FROM THE DATE OF YOUR APPLICATION, OR YOU WILL NOT BE ELIGIBLE FOR AN INTERVIEW. NO EXCEPTIONS!**

- A. A copy of a G.E.D. certificate is required, if applicable.
- B. You must submit an official transcript in English of your high school records, which includes a record of subjects, grades, credits, attendance and tardiness records and the schools grading system. The transcript must show one (1) year of high school Algebra I with a grade of "C" or better. **OFFICIAL HIGH SCHOOL TRANSCRIPT MEANS MAILED DIRECTLY TO US OR IF HAND DELIVERED MUST BE RECEIVED IN SEALED ENVELOPE FROM THE SCHOOL.**
- C. Other educational credits will be considered by the Committee if an official transcript is submitted in English. Official transcript means mailed directly to us or if hand delivered must be received in a sealed envelope from the school.
- D. DD-214 to verify military training and/or experience if a veteran.
- E. Valid Driver's License.
- F. Birth Certificate.

## APTITUDE TEST:

Upon receipt of the above information, the applicant may be scheduled to take an aptitude test. A successful test score of (3) three or better is required. Those who meet the minimum requirements on the documents submitted above, and have taken the aptitude test and received a score of (3) three or better, will be scheduled for an interview by the Apprenticeship Committee. Each applicant will be interviewed individually and carefully, with particular attention to his/her background and suitability. Failure to fulfill any one of the above, shall be sufficient cause for rejection by the Committee.

*Selection of apprentices under this program shall be made on the basis of qualifications alone. All applicants will be afforded equal opportunity under these standards without regard to sex, race, creed, color, or natural origin.*

**Return all documents to:**

**I.B.E.W. LOCAL 461 J.A.T.C.  
591 SULLIVAN ROAD, SUITE 200  
AURORA, IL 60506  
(630) 897-0461**