

Online Application Process

Online Applications will be available from January 4th (9:00 a.m.) through January 15th (5:00 p.m.)

- To begin the online Application Process, visit www.pipefitters537.org. Along the top of the screen, choose 'Apprentices' and you will be brought to a screen to set up your own log in (name and password).
- Once you complete this, you will receive an email with a link that will bring you to the actual application.
- \$30 Payment must be completed at time of Applying via Paypal (debit card or credit card accepted)
- You will need to choose either the Pipefitter Division or the Refrigeration / HVAC Division
- Please fill in all fields. Failure to complete a required field will stop your application process and you will not go any further.
- Please upload copies of all the required documents (pdf format preferred). These will be verified at the Training Center. Failure to submit correct and complete paperwork will stop your application process and you will go no further.
- Once your application has been accepted at the Training Center, you will receive an email that contains the date and time of your Aptitude Test.



Pipefitters Local 537

New Online Applications

**THERE WILL BE NO APPLICATIONS
COMPLETED IN PERSON**

January 2021



40 Enterprise Street
Dorchester, MA

Applications

- 2021 Application Season is 9:00 a.m. on Jan. 4th to 5:00 p.m. on Jan. 15th
- 2 Divisions: Pipefitting and HVAC
- All Applications will be done **ONLINE**
- Applicant must upload copies of all required paperwork

- **For the safety of all notifications will be done by email.** You must have an active email that you check.
- For details of requirements and paperwork needed, visit www.pipefitters537.org
- Questions? Contact the Training Center at 617-825-3777 or email charkins@537trainingcenter.org

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. 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, as amended and 453 Code of Massachusetts

New Applicant Application Requirements

REQUIREMENTS

1. Must apply online and upload copies of all required documents.
2. Must be 18 years of age by September 1, 2021
3. Must have a High School Diploma or equivalent or are currently a High School Senior and shall earn a high school diploma or equivalent by July 1, 2021
4. Provide a doctor's letter stating you are physically capable of performing work of this trade (Please refer to handout, *Duties of an Apprentice*)
5. Be able to successfully complete an aptitude test administered at our Training Center by the Committee or other competent organization
6. Be a citizen of the United States
7. \$30 Non-Non-Refundable Application Fee (via Paypal online by credit or debit card)
8. Process is web based. You need to have a valid email and access to a computer and the internet.

PAPERWORK TO UPLOAD

Must apply online and upload **all** required documents listed below. Incomplete Applications will not be accepted.

1. *High School Diploma or GED (including transcript of grades) * HS Seniors need to provide current transcript
2. Birth Certificate
3. Social Security Card
4. Valid Driver's License
5. Letter from a doctor or clinic stating the applicant is physically capable of performing the work of an apprentice or can work without any restrictions.
6. Form DD-214 Military Discharge (if applicable)
7. Prior year's W-2 Form (optional)
8. Copy of Driving Record from RMV – **for HVAC applicants only**

Information for New Applicants

SCHEDULE OF EVENTS

Applications – will be accepted online from January 4th through January 15th.

Aptitude Test – you will be emailed a date for an Aptitude Test that will happen the end of February – beginning of March. Failure to complete the Aptitude Test will result in your disqualification from the selection process.

Interviews – when you come in for your Aptitude Test, you will be given a date and time for your Interview with one of our Managers. These usually take place in April. Failure to participate in the Interview will result in your disqualification from the selection process.

Picking of Class - Managers usually pick a class in early June. Notifications will now be by email. It is your responsibility to check your email for correspondences from the Training Center.

PERSONAL INFORMATION

Throughout the Application Process, it is your responsibility to keep your personal information up to date with us. If you have a change in email, address or phone number, you need to notify the Training Center. **If information does not reach you because you failed to update it with us, you will be disqualified from the selection process.**

At any time, you may email additional paperwork (awards, certificates, updates, letters of recommendation, etc.) to be added to your file.

The Selection Process

WHAT'S NEXT?

If you are offered an Apprenticeship

1. You need to notify the Training Center that you are either accepting or declining the offer.
2. Do not quit your current job. An Agent will contact you when you are placed with a Union Contractor. This will happen over the summer before your Apprenticeship formally begins on September 1st.
3. All finalists for the Program will be subject to drug testing. Acceptance is conditional upon successful completion of a Drug Test.
4. You will be contacted for immediate training (OSHA and Hot Works).
5. On the job training will begin when you are placed with a Union Contractor. School will start after Labor Day.

If you are not offered an Apprenticeship

1. You will receive a letter stating that you were not accepted at this time, but you have two options. You can choose to end the process OR you can return your letter, stating that you would like to keep your application active for the following year's selection process.
2. If you return your letter, you will be active for the next year's selection process. If not selected then, you will need to complete a form the following January, during the Application Period, stating you'd like to keep your application active for an additional 2 years. There is NO need to resubmit paperwork. You can continue to do this every 2 years.