

Application Process

In person Applications will be available Mondays through Thursdays from 8:00 a.m. to 2:00 p.m., from January 3rd through January 26th. We will be closed on January 16th, in observance of Martin Luther King Day.

- Photocopies of all required documents must be brought in with you at the time of applying.
- \$30 Payment may be paid by check or money order, made payable to *LU 537 ETF*. Cash & Credit Cards are not accepted.
- We do not want a copy of your physical. We need a letter from your Health Care Provider or Clinic, stating you can perform the duties of an Apprentice or can work without restriction.
- If you do not have a copy of your Social Security Card, you can apply for one online with the Social Security Office. They will give you a letter stating it takes 2 weeks to get a new card. You may apply with a copy of that letter, but you must follow up with a copy of the card or your application will not be processed.
- College Transcripts and Diplomas may be added to your file, but they are not acceptable substitutes for your High School documents. The State of Massachusetts requires a copy of your High School documents.



Pipefitters Local 537

In Person Applications

January 2023

Monday, January 3rd –
Thursday, January 26th. *

Mon – Thurs. 8:00 a.m. to 2:00 p.m.

No Applications Fri. – Sun

***Closed Mon., Jan. 16th for MLK Day**



**40 Enterprise Street
Dorchester, MA**

Applications

- 2023 Application Season is the Jan. 3rd – Jan. 26th
- 2 Divisions: Pipefitting and HVAC
- All Applications will be done **in Person**
- Applicant must bring copies of all required paperwork

- 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 Regulations §7.04(b)(21).”

Members of all genders, ethnic groups, and races are strongly encouraged to apply.

New Applicant Application Requirements

REQUIREMENTS

1. Must be 18 years of age by September 1, 2023
2. 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, 2023
3. Provide a doctor's letter stating you are physically capable of performing work of this trade (Please refer to handout, *Duties of an Apprentice*)
4. Be able to successfully complete an aptitude test administered at our Training Center by the Committee or other competent organization
5. Be a citizen of the United States
6. \$30 Non-Refundable Application Fee (check or money order – *LU 537 ETF*)

PAPERWORK TO SUBMIT

Photocopies of the following documents must be brought in at time of application: .

1. *High School Diploma or GED (including transcript of grades) *unless you are a HS Senior
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 in person from January 3rd through January 26th.

Aptitude Test – You will be notified of the date and time of your Aptitude Test when you complete your application. 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 Trustees. 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 May/ 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 30 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.