

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

**ILLINOIS TEAMSTERS EMPLOYERS
APPRENTICESHIP & TRAINING FUND**

**DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

The applicants must be not less than eighteen (18) years of age. Each applicant shall be required to provide appropriate proof of age.

B. Education

Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job learning and related technical instruction. A high school diploma or GED equivalency may be required. When required the applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Shall pass drug and alcohol screening and obtain a medical examiners certificate as required by the U.S. Department of Transportation (USDOT) in accordance with the Federal Motor Carrier Safety Administration Regulations. ONLY those selected for entry into the apprenticeship program will be required to take and pass the physical exam and the drug/alcohol test. (Cost to be borne by the applicant if selected for entry into the apprenticeship program.)

Applicants may be subject to a physical agility or fitness test on acceptance into the program and prior to being employed.

D. Aptitude Test

Applicants may be subject to an aptitude test accepted in the State where they will work and must pass each section to ensure they are able to comprehend the material they will learn.

E. Driver's License

Must have had a class "D" driver's license for at least one year and maintain that license and any other class of driver's license obtained in the program for the duration of the program.

F. Clean Driving Record

Applicant must provide their State Motor Vehicle driving report with the application that indicates a clean driving record. (Cost to be borne by the applicant.) Any one of the following lists of violations on a driving record will prevent a prospective applicant from selection in the program:

- Two traffic citations, 15 mph over the posted speed limit in a two-year period.
- One traffic citation, 15 mph over the posted speed limit with a suspension or revocation in a two-year period.
- A suspension and a revocation within a two-year period.
- Any driving under-the-influence conviction within the last two years.
- A total of three moving violations in the last two years.

SECTION II - APPLICATION PROCEDURES

- A. All applicants shall make application on forms provided by the Training Committee. A \$25.00 non-refundable application fee is required at the time of application. Applications will be available at the office of the Training Fund located at 990 NE Frontage Road, Ste 4, Joliet Illinois during such periods as are designated by the Training Committee. All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Training Committee.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, State Motor vehicle driving report, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

SECTION III - SELECTION PROCEDURES

- A. The Training Committee will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his or her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.

D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.

E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Training Committee informed of their current mailing address and telephone number.

F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.

G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by his/her own written request or following failure to respond to an apprentice opening. Applicants, who are not placed during the two (2) year period that they were on the ranking list, will be required to reapply.

H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

I. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the Training Committee in accordance with the procedures for the granting of credit for previous experience, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. ***(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)***

J. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and indentured by the Training Committee at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. ***(Note: This is a method of direct entry into the apprenticeship program.)*** For such applicants to be considered they must:

1. Be employed in the Training Committee's jurisdiction when the authorization card was signed;
2. Have been employed by the employer before the organizational effort commenced;
3. All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated; and

4. Provide reliable documentation to the Training Committee to show they were an employee performing construction driving work prior to signing the authorization card.

SECTION IV - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Bureau of Apprenticeship and Training as provided for under Section 30.11 of Title 29 Code of Federal Regulation, Part 30.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the name of the Training Committee, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The time may be extended by the Bureau of Apprenticeship and Training for good cause shown.
- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The Training Committee will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

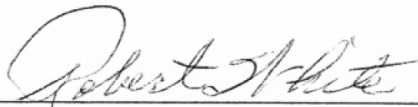
SECTION V - MAINTENANCE OF RECORDS

The Training Committee will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at 29 CFR Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

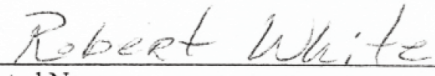
In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

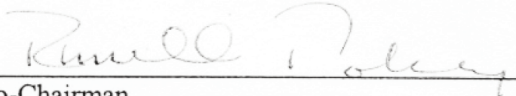
The Illinois Teamsters Employees Apprenticeship & Training Fund hereby officially adopts these Selection Procedures on this 22nd day of January, 2007.



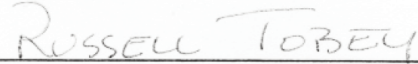
Chairman



Printed Name



Co-Chairman



Printed Name