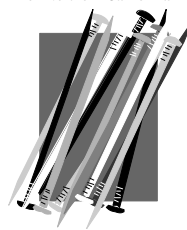


# Office Modular Systems Installer Apprenticeship

Carpenters Training Committee  
for Northern California



A Joint Labor & Management  
Sponsored Training Program

## Application Instructions:

- Fill out **all** of the information (Please print)
- Mail to:

**Attn: Application Department**  
**Carpenters Training Committee**  
**23217 Kidder Street**  
**Hayward, CA 94545**  
**(510) 785-5885**    [www.ctcnc.org](http://www.ctcnc.org)

Office Use Only

ARL# \_\_\_\_\_

Date \_\_\_\_\_

NOTE: We are required to collect your Social Security # by the California Division of Apprenticeship Standards (DAS). All application information is kept in strict confidence by Carpenters Training Committee for Northern California.

**Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
LAST NAME FIRST NAME

**Name:** \_\_\_\_\_  
Apartment/Room/Space

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

The division of California that you live in (e.g., Alameda, Contra Costa).

**Phone:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Area Code      One number where you can **always** receive calls or messages.

**\*Email:** \_\_\_\_\_  
\*Email address is optional.

- 1. Do you have a High School Diploma, GED, or \*Equivalent?**  YES  NO  
\*Equivalent qualifications are explained in the "Minimum Qualifications" of this application.  
 \*Please understand: If you have answered NO, your application will be returned. If you have answered YES, we will require that you present documentation prior to program entry.
- 2. Last High School you attended:** \_\_\_\_\_  
**Located in City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Did You Graduate?**  YES  NO
- 3. Are you a housing authority resident?**  YES  NO **Name of housing authority:** \_\_\_\_\_
- 4. Do you have a current California Driver License?**  YES  NO
- 5. Are you a Veteran with an honorable discharge?**  YES  NO

**Sign Your Name Here:** **X** \_\_\_\_\_  
This application is no good without your signature.

**Please use an X to mark the following boxes that apply:**

<b>A. Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unstated	<b>B. Race or Ethnic Derivation:</b> (Check one box only) <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black (Not of Hispanic Origin) <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Filipino <input type="checkbox"/> White (Not of Hispanic Origin) <small>Defined in Sec. 2(i) California Plan for Equal Opportunity in Apprenticeship (Cal. Labor Code, Ch. 4, Div. 3, Sec. 151)</small>
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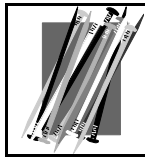
**Note: Refusal to accept a referral in the geographical area you have selected in C will void your application, and you will need to reapply.**

**C. I will accept referral to the following geographical area(s):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Area #1:</b><br>Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma | <input type="checkbox"/> <b>Area #2:</b><br>Monterey, San Benito, Santa Cruz | <input type="checkbox"/> <b>Area #3:</b><br>Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuba, |
|---|--|---|

# The Office Modular Systems Installer Apprenticeship Program

(Print and keep for your records)



**Carpenters Training Committee**  
23217 Kidder Street  
Hayward, CA 94545  
(510) 785-5885 [www.ctcnc.org](http://www.ctcnc.org)

## THE PROGRAM:

Office Modular Systems Installer apprentices earn while they learn, working on-the-job with journeylevel members. In addition, they attend classes of related technical instruction. The objective of the instruction, in addition to on-the-job experience, is to train Installer (journeylevel) craftspersons.

Basically, Office Modular Systems Installers are responsible for installing all types of free-standing furniture, panel and modular systems.

**Wages and Fringe Benefits:** Apprentices earn a percentage of an established area journeylevel wage rate. Advancements are possible each six (6) months of the apprenticeship term. Health, vision and dental care, pension, annuity and vacation benefits are provided as eligibility is established.

**Hours of Work:** The work week is forty (40) hours, with a half hour lunch each day, unless modified by Union agreement.

**Classes:** Mandatory classes are one week each quarter for 36 hours with a half hour lunch each day. Apprentices may be eligible for unemployment compensation while attending classes.

**Availability of Work:** The volume of construction work varies according to economic conditions, locality and weather. Steady employment in construction is the exception, not the rule. The approximate number of work hours per year is 1,200. Apprentices may have extended periods of unemployment.

**Transportation and Tools:** Apprentices are required to furnish their own transportation and hand tools.

**Extra Requirements:** Eligibility for certain jobs may require the ability to read and understand English, and/or maintain a current California driver license, and/or have a current DSOP and/or a current TWIC Card and/or a RSO card. For more information on DSOP, call DISA Health and Safety Center 925-798-5501. For more information on TWIC, call 1-866-347-TWIC. For more information on RSO, call OSCA 866-699-2727.

**Union Affiliation:** Apprentices are obligated to become a member of the appropriate Local Union, and must maintain their availability for employment referral. Apprentices serve a probationary period for the first six months.

**Completion Certificate:** When the apprenticeship is completed, the apprentice attains Installer (journeylevel) status in the Union and is awarded a United Brotherhood of Carpenters and Joiners of America Certificate and a California State Journeyman Completion Certificate.

## ADMINISTRATION & SUPERVISION:

The program is set up under a collective bargaining agreement. Costs are paid from contractual hourly contributions to the training fund. The apprentice's training is supervised by a Local Training Committee (LTC), with representatives from Local Unions and contractors.

## TRAINING STANDARDS:

The Training Standards, which are approved by and registered with the State of California, provide for training of apprentices on-the-job in work processes of the trade and in related technical subjects and manipulative instruction. Safety is stressed throughout the training. The objective is to train the apprentice to be an all-around Installer (journeylevel) Office Modular Systems Installer.

## THE APPRENTICESHIP AGREEMENT:

Each qualified applicant who becomes an apprentice with the Carpenters Training Committee for Northern California (CTCNC) must sign an apprenticeship agreement. Applicants must agree to abide by the rules of the Local Training Committee. This is required by the State of California Division of Apprenticeship Standards (DAS).

**Minimum Qualifications:** Applicants shall be at least seventeen (17) years of age at the time of application with no upper age limit. If the applicant is under eighteen (18) years of age at the time of indenture, the agreement must be signed by a parent or guardian. Applicants must be physically able to perform the work of the trade.

Applicants must have obtained a High School Diploma, a GED, Certificate of High School Completion, or a legal equivalent, or show proof of satisfactory completion of a pre-job preparatory course in carpentry of at least six (6) months, such as United Brotherhood of Carpenters and Joiners of America, Job Corps, or other approved carpentry apprentice preparatory course, or on-the-job training of six (6) months or 1,500 hours experience in the construction field that would qualify an applicant as having met the minimum educational requirements.

**Applicant Procedure:** Qualified applicants must complete and return the application in person, or by mail, to the CTCNC Office Modular Systems Installer Apprenticeship program whose mailing address appears above. Applicants may complete the online application at [www.ctcnc.org](http://www.ctcnc.org). Each qualified applicant will be listed on an Applicant Referral List, in the order in which the application is received, and assigned a sequential referral number.

Qualified applicants will be scheduled to the first available orientation class. Upon completion of this class, a sufficient number of applicants will be indentured. This will be based on the sequential order of the Applicant Referral List.

Applicants who complete the orientation class and who are not indentured shall remain on the Applicant Referral List and shall be offered indenture into the program as soon as jobs are available, without having to attend another orientation class.

After applying, it is the applicant's responsibility to inform the CTCNC promptly in writing of any changes to the information on the application. It is the newly indentured apprentice's responsibility to notify the CTCNC and the Local Union, in writing, of any changes to the information on the application.

The Applicant Referral List shall be purged every two years. Applicants may reapply and be scheduled to the first available orientation class.

**Non-Discrimination:** The Carpenters Training Committee for Northern California (CTCNC) does not discriminate in the selection and training of Pre-Apprentices or Apprentices.

**Additional Information:** If you have any questions, contact the above CTCNC Office Modular Systems Installer Apprenticeship program, or visit [www.ctcnc.org](http://www.ctcnc.org).