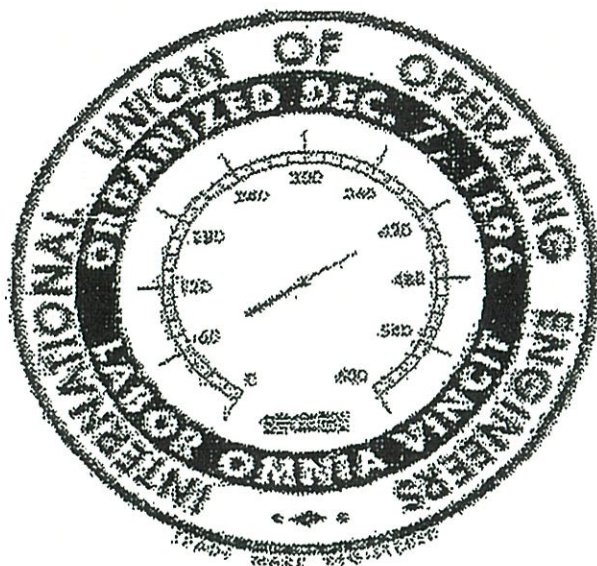


OPERATING ENGINEERS

LOCAL # 37



APPRENTICESHIP AND TRAINING
PROGRAM

APPLICATION PACKET

INFORMATION FOR APPLYING TO THE ENGINEERS APPRENTICE PROGRAM

Your application packet contains the following items:

1. Application – complete all three pages. Date, sign and return to us.
2. Pre-Employment Questionnaire - complete and return to us.
3. Apprenticeship Information Packet - you keep this for your information.

You will also need to obtain the following required documents:

1. Original Birth Certificate
2. Original High School Diploma or GED
3. Passport **Photo** of yourself for us to keep in your folder - we do not need an actual passport, only the photo
4. Valid Driver License and Original Social Security Card
5. Original Reference Letter from current or former employer
6. Official High School Transcript Letter.— DO NOT OPEN IT — We must have the transcript even if you did not complete high school
7. Original DD-214 Discharge Papers if you have been in the service

When you have completed and signed the application, pre-employment questionnaire form, and have obtained all the required documents, please contact the office at (443) 242-6280 to schedule an appointment to register your application. If you have any questions please call the office.

PLEASE READ CAREFULLY:

YOU MUST RETURN YOUR APPLICATION IN PERSON. IF YOUR APPLICATION IS NOT COMPLETE AND/OR YOU DO NOT HAVE ALL THE REQUIRED DOCUMENTS, YOUR APPLICATION WILL NOT BE PROCESSED.

NO EXCEPTIONS

APPLICATION FOR OPERATING ENGINEERS APPRENTICESHIP

FOR OFFICIAL USE ONLY:

_____ APPLICATION NUMBER

_____ ISSUE DATE

_____ TEST RESULTS

Picture

_____ COMPLETION DATE

_____ JATC INTERVIEW

_____ COMMITTEE SCORE

_____ INDENTURE DATE

PLEASE PRINT PLAINLY

NAME: _____ SOCIAL SECURITY NO. _____
LAST, FIRST, MIDDLE

PRESENT ADDRESS _____ CITY _____ STATE _____

ZIP _____ HOW LONG AT THIS ADDRESS? _____ PHONE: _____

PREVIOUS ADDRESS: _____ HOW LONG? _____

MOTHER'S NAME: _____ ADDRESS: _____

FATHER'S NAME: _____ ADDRESS: _____

U.S. MILITARY SERVICE? YES _____ NO _____ WHICH BRANCH _____

DATES: ENTRY _____ RELEASE _____ RANK _____

DO YOU HAVE RESERVE COMMITMENT? YES _____ NO _____

ANY SPECIAL TRAINING? _____

WERE YOU EVER CONVICTED OF A FELONY? YES _____ NO _____

IF SO, WHAT CHARGE? _____
MD. DRIVERS LICENSE # _____ CLASS _____

DO YOU HAVE ANY POINTS? _____ IF SO HOW MANY _____

DO YOU HAVE TRANSPORTATION? YES _____ NO _____ MANUAL _____ AUTOMATIC _____

DO YOU HAVE ANY SPECIAL SKILLS OR QUALIFICATIONS? _____

ARE YOU PRESENTLY AN APPLICANT, OR APPRENTICE TRAINEE IN ANOTHER PROGRAM?

YES _____ NO _____, IF YES PLEASE EXPLAIN _____

ARE YOU PRESENTLY REGISTERED FOR EMPLOYMENT AT LOCAL #37 OPERATING ENGINEERS? YES _____ NO _____

ARE YOU A MEMBER OF A LABOR ORGANIZATION? YES _____ NO _____

IF YES, WHICH ONE? _____

WHERE DID YOU HEAR ABOUT THIS PROGRAM? _____

DID YOU EVER APPLY TO THE OPERATING ENGINEERS APPRENTICE TRAINING PROGRAM BEFORE? YES _____ NO _____

DID YOU EVER MEET THE COMMITTEE? _____ IF SO, WHEN _____

IN WHICH ONE OF THE FOLLOWING GROUPS DO YOU CONSIDER YOURSELF?

CAUCASIAN: _____ BLACK _____ AMERICAN INDIAN _____ ORIENTAL _____

SPANISH AMERICAN _____ OTHER _____

MARITAL STATUS: SINGLE _____ MARRIED _____ SEPARATED _____ DIVORCED _____

HOW MANY DEPENDENTS INCLUDING YOURSELF DO YOU HAVE? _____

YOUR DATE OF BIRTH: _____

DO YOU HAVE ANY PHYSICAL DEFECTS? _____ IF YES PLEASE EXPLAIN: _____

EDUCATION

<u>TYPE OF SCHOOL</u>	<u>NAME & LOCATION</u>	<u>CIRCLE LAST YEAR COMPLETED</u>	<u>LAST YEAR ATTENDED</u>
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ELEMENTARY: _____

HIGH SCHOOL: _____

1 2 3 4

COLLEGE: _____

1 2 3 4

OTHER _____

PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY:

NAME: _____ ADDRESS: _____

TELEPHONE: _____ RELATION: _____

Before your application can be considered complete, You must have shown Proof of Age, High School Diploma or Certificate of Equivalence, Transcript of School Records, Military Discharge Form # DD214, Picture, Reference Letters, Release for Test, and Possible Physical Report and Draft Classification Card.

Thereby release all previous employers, references and other person from any and all liability and damage of whatsoever nature on account of furnishing information requested which is to be used in determining my fitness for an apprenticeship.

The facts set forth above in my application for apprenticeship are true. FALSE STATEMENTS on this application shall VOID the application and disqualify the applicant from re-applying for a two calendar year period from the date of application, if the applicant is still qualified.

DATE

SIGNATURE

PART III

PRE-EMPLOYMENT QUESTIONNAIRE

Name: _____

INSTRUCTIONS: CHECK WHETHER YOU HAVE PERFORMED THE FOLLOWING:

Direct and Related Experience

1. Yes____ No____ Did landscape work using small powered equipment.
2. Yes____ No____ Changed oil in a car.
3. Yes____ No____ Operated farm equipment such as plow, cultivator.
4. Yes____ No____ Operated a crane.
5. Yes____ No____ Operated earthmoving machinery.
6. Yes____ No____ Changed spark plug on a lawn mower.
7. Yes____ No____ Operated a riding lawn mower.
8. Yes____ No____ Worked as a members of survey party to measure land and its contours.
9. Yes____ No____ Worked as an oiler on a crane.
10. Yes____ No____ Checked, changed fluids, greased or lubricated a car.
11. Yes____ No____ Changed brakes on a car.
12. Yes____ No____ Had military MOS as heavy equipment operator or mechanic.
13. Yes____ No____ Worked with materials such as metal, brick or stone.
14. Yes____ No____ Changed an electrical outlet.
15. Yes____ No____ Worked on some aspects of a building structure such as footings, ceilings, roofs, walls, floors.
16. Yes____ No____ Made watertight connections in a plumbing system.

17. Yes___ No___ Light pilot light on furnace/hot water tank.
18. Yes___ No___ Worked as a construction laborer.
19. Yes___ No___ Changed washers on faucets or installed new faucets.
20. Yes___ No___ Painted the exterior of a house.
21. Yes___ No___ Taken sink pipes apart.
22. Yes___ No___ Worked as a construction craftsman other than operating engineer
(ironworker, carpenter, etc.).
23. Yes___ No___ Have work experience in the construction industry.
24. Yes___ No___ Climbed ladder higher than two (2) stories.
25. Yes___ No___ Joined a labor union.

Mechanical Experience

26. Yes___ No___ Changed an air filter in a car.
27. Yes___ No___ Changed and repaired a tire.
28. Yes___ No___ Fixed a sewing machine.
29. Yes___ No___ Cared for machines, keeping them oiled and cleaned.
30. Yes___ No___ Used long handle tools, such as hoes, shovels, picks, axes.
31. Yes___ No___ Changed fuses in electrical fuse box.
32. Yes___ No___ Performed routine maintenance on tools and equipment such as cleaning,
lubricating and adjusting.
33. Yes___ No___ Installed, replaced or repaired simple or complex building mechanical
systems or equipment such as heating, lighting, refrigeration and plumbing.
34. Yes___ No___ Used hand held power tools such as electrical and air tools.
35. Yes___ No___ Restored automotive vehicles.

36. Yes___ No___ Repaired home appliances such as refrigerator, stove, mixer.
37. Yes___ No___ Kept tools cleaned and in prime working condition.
38. Yes___ No___ Worked with small hand tools to assemble or disassemble items to make repairs.
39. Yes___ No___ Repaired farm equipment such as tractors, plows and mowers.
40. Yes___ No___ Tuckpoint a house.
41. Yes___ No___ Sawed lumber for shelves.
42. Yes___ No___ Replaced glass window pane.
43. Yes___ No___ Did minor tune-ups on cars replacing spark plugs and points.
44. Yes___ No___ Repaired or overhauled small engines such as lawn mowers or chain saws.
45. Yes___ No___ Changed fuse under dash in car.
46. Yes___ No___ Operated heavy duty power equipment such as pumps, compressors or generators.
47. Yes___ No___ Fixed and changed tail light bulb.

Driving

48. Yes___ No___ Drove a vehicle with a manual gear shift.
49. Yes___ No___ Drove a vehicle such as taxicab, messenger van or delivery truck.
50. Yes___ No___ Drove long distances occasionally requiring overnight stay.
51. Yes___ No___ Drove a commercially rated truck such as dump, cartage, ready mix.
52. Yes___ No___ Operated a bus.
53. Yes___ No___ Drove a trailer truck.

Environment/Safety

54. Yes___ No___ Worked for long periods of time seated at desk or console.
55. Yes___ No___ Worked in an area with continuous machine noise.
56. Yes___ No___ Worked under low temperature conditions where it could be uncomfortable even though appropriate clothing could be worn.
57. Yes___ No___ Worked outdoors exposed to all weather conditions such as rain, heat, cold or mud.
58. Yes___ No___ Performed work requiring to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
59. Yes___ No___ Worked under continuous distractions, interruptions or other disturbances.
60. Yes___ No___ Climbed and worked aloft with hand tools.
61. Yes___ No___ Frequently lifted and/or carried objects weighing 50 lbs. or more--very heavy work.
62. Yes___ No___ Worked in awkward and confining work space such as body cramped and uncomfortable.
63. Yes___ No___ Worked in continuous high temperature conditions where a person could experience severe discomfort or heat stress such as 80-90 degrees F or above.
64. Yes___ No___ Worked where noise was sufficient to cause distractions and vibration of the body such as air hammer or driving a truck on rough surface.
65. Yes___ No___ Loaded tools, materials or equipment on trucks and drove to work locations.
66. Yes___ No___ Seal coated a driveway.
67. Yes___ No___ Worked where personal safety required attention to safety procedures such as wearing a hard hat, safety glasses or special shoes.

Training

68. Yes___ No___ Successfully completed a course in machine shop practice.
69. Yes___ No___ Received certification as a hydraulic or stationary engineer.

70. Yes___ No___ Successfully completed a course in electricity.

71. Yes___ No___ Successfully completed a course in mechanics.

72. Yes___ No___ Successfully completed a course in heavy equipment operation, e.g. military or commercial.

73. Yes___ No___ Successfully completed a course in welding.

74. Yes___ No___ Successfully completed a course in blueprint reading.

75. Yes___ No___ Successfully completed a course in hydraulics.

76. Yes___ No___ Successfully completed a course in diesel mechanics.

77. Yes___ No___ Successfully completed a course in vocational shop.

Machine

78. Yes___ No___ Manually controlled or guided materials being processed such as sewing machine, jig saw, etc.

79. Yes___ No___ Used manually powered tools or instruments to perform very accurate or precise operations such as engraver or watchmaker.

80. Yes___ No___ Started, stopped, controlled and adjusted the working of a machine or piece of equipment, observing gauges and turning valves to regulate operations.

81. Yes___ No___ Operated automatic machinery.

82. Yes___ No___ Operated machinery in a shop such as saw, lathe, punch press.

Data

83. Yes___ No___ Prepared and maintained statistical records and reports requiring use of math to make calculations.

84. Yes___ No___ Worked from complex schematic drawings such as blueprints and circuit diagrams to determine work to be performed and proper sequence of tasks.

85. Yes___ No___ Used drafting equipment and materials.

86. Yes___ No___ Estimated time required to get a job done.

87. Yes___ No___ Interpreted a variety of technical instruction and/or materials in books, manuals, catalogs or texts.
88. Yes___ No___ Took readings of registers, meters and similar recording equipment.
89. Yes___ No___ Wrote instructions and specifications concerning proper use of equipment, tools and machinery.
90. Yes___ No___ Read and worked with work orders, equipment records and related forms.
91. Yes___ No___ Prepared service orders and other forms specifying work that needed to be done.

Math

92. Yes___ No___ Used arithmetic to add, subtract, multiply and divide.
93. Yes___ No___ Made arithmetic calculations involving fractions, decimals, percentages and proportions.
94. Yes___ No___ Performed algebraic and geometric procedures in standard practical applications.
95. Yes___ No___ Estimated the quantity of objects without direct measurements including size, weight, volume, length and thickness.

People

96. Yes___ No___ Communicated with others by phone to relay or receive any type of information quickly and accurately.
97. Yes___ No___ Gave and/or received information of non-routine nature.
98. Yes___ No___ Made arrangements for delivery and installation of services or products so that time schedule is satisfactory to company and customers.
99. Yes___ No___ Dealt with others to reach agreement or solution.
100. Yes___ No___ Worked with individuals or groups in unpleasant or strained situations.
101. Yes___ No___ Worked in situations where attempts to deal with problems or achieve job objectives were disrupted or blocked.

102. Yes ☐ No ☐ Worked individually with no conversation to complete task.

Time

103. Yes ☐ No ☐ Took training or worked away from home overnight on temporary assignment.

104. Yes ☐ No ☐ Regularly met urgent time pressures and deadlines such as rush jobs, etc.

105. Yes ☐ No ☐ Worked changing shifts.

106. Yes ☐ No ☐ Worked irregular hours.

107. Yes ☐ No ☐ Worked evenings, night shift, overtime or

108. Yes ☐ No ☐ Worked part-time while going to school such as newspaper route or fast food restaurants, weekends on a fairly routine basis.

Supervision

109. Yes ☐ No ☐ Paid attention to machine or equipment to see that it was running properly.

110. Yes ☐ No ☐ Received and followed work assignments from others.

111. Yes ☐ No ☐ Gave careful attention to various details making sure nothing was left undone.

112. Yes ☐ No ☐ Worked where some leeway in procedures and methods used to get the job done was allowed.

113. Yes ☐ No ☐ Worked independently with minimum of supervision.

114. Yes ☐ No ☐ Did work where you need to find out what the problem really was or what directions needed to be pursued in dealing with it.

115. Yes ☐ No ☐ Worked where product or service was specified but you have complete freedom to work out your own ways of getting the job done such as selection of tools, sequence of operations and obtaining important information.

116. Yes ☐ No ☐ Performed many routine tasks over and over everyday.

117. Yes ☐ No ☐ Followed specific set of procedures or routines in order to do the work right.

Operating Engineers Training School
5021 North Point Boulevard
Baltimore, MD 21219
443-242-6280

INFORMATION ON THE OPERATING ENGINEERS APPRENTICESHIP PROGRAM

1. Who sponsors the Apprenticeship Program?

Operating Engineers Local Union #37 & the Maryland Heavy & Highway Association.

2. What is the cost involved to participate in the Apprenticeship Program?

There is no charge to the applicant (if selected for training) other than for the purchase of books used during the three (3) years of training.

3. How long does it take to complete the program and when does it begin?

It takes three (3) years to complete the program and begins June 1 of each year.

4. Where will I attend classes?

At the Operating Engineers Training School located at:
5021 North Point Boulevard
Baltimore, MD 21219

5. What time are classes held?

Usually from 7:00 p.m. till 10:00 p.m. one night a week.
The hands-on field training is done for one week, Monday - Friday, from 7:30 am till 4:00 p.m. once every three (3) months on an average.

6. When do Night Classes begin?

Classes begin in September of each year and usually end in June of the following year.

7. Where will I be working?

You will be employed by one of the participating contractors who are signatory to an agreement with the local union. You may be working in Baltimore City or surrounding counties.

8. What type of work will I be performing?

Operating Engineers operate and maintain heavy construction equipment on construction projects. In the beginning, you will be working as an oiler, mechanics helper, or other entry-level jobs, working with heavy equipment.

9. What is the starting pay?

The starting pay is approximately \$20.40 per hour plus a fringe benefits package after qualifying. Apprentices receive a pay increase after every 750 hours of on-the-job training are completed. After graduation, the pay scale varies per hour plus pension, medical benefits, and annuity.

10. How do I apply for the Operating Engineers Apprenticeship Program?

Come by the Training School between the hours of 8:00 am & 4:00 p.m., Monday through Friday, and pick up an application.

11. What steps are involved to have my application processed for training and what are the requirements?

You must be 18 years of age and have a high school diploma or GED. The steps to be selected for training are:

**** Complete the application.**

**** Furnish a birth certificate, high school transcript, high school diploma or GED certificate, passport photo, driver license, social security card and reference letter.**

12. How are apprentices selected?

Apprentices are selected on a non-discriminatory basis. Job opportunities dictate the number of applicants selected each year.

OPERATING ENGINEERS

APPRENTICE DIRECTOR

Mike Funk, Training Director
Operating Engineers Training School
Local #37
5021 North Point Boulevard
Baltimore, MD 212219

TERM OF APPRENTICESHIP:

On-the-Job Training -
4,500 hrs.

Related Instruction:

3-year program
Min. 144 hrs./yr.
3 years night school &
related field training

Qualifications:

Minimum Age: 18
Valid Driver's License & Vehicle

Educational Requirements:

High School Graduate,
Equivalency, trade experience,
or job corp. training.

Physical Requirements:

Physically able to do the work
of the trade.

JOB DESCRIPTION

Operates several types of power
construction equipment, such as
compressors, pumps, hoists, derricks,
cranes, scrapers, shovels, tractors, or
motor graders, to excavate, move, and
grade earth, erect structural and
reinforcing steel, and pour concrete or
other hard surface paving materials,
Turn valves control air and water output
of compressors and pumps. Adjust hand
wheel and depress pedals to drive
machines and control attachments, such
as blades, buckets, scrapers, and swing
booms. Repairs & maintains equipment.

Salary:

0	- 750 hours - \$20.40	- 1 st pay period
751	- 1500 hours - \$22.10	- 2 nd pay period
1501	- 2250 hours - \$23.80	- 3 rd pay period
2251	- 3000 hours - \$25.50	- 4 th pay period
3001	- 3750 hours - \$27.50	- 5 th pay period
3751	- 4500 hours - \$28.90	- 6 th pay period

*Pay rates as of 4/1/2024

Benefits:

Health & Welfare, Pension & Annuity

Applications:

Accepted year round.