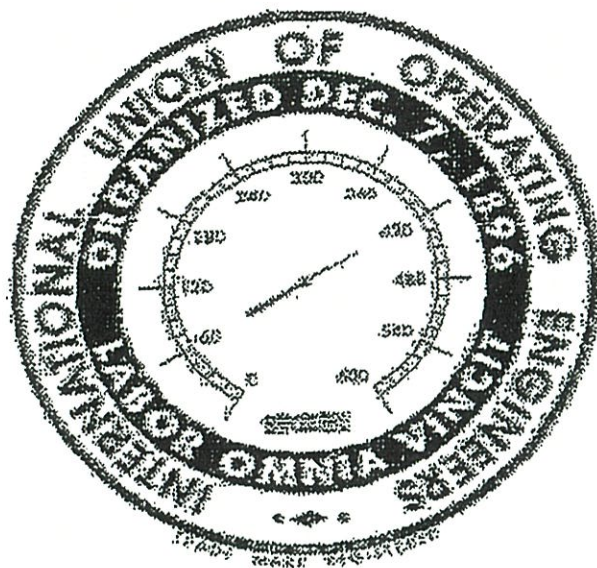


# OPERATING ENGINEERS

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 Vehicle Registration 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
8. Original Social Security Card

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 &amp; 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, Possible Physical Report, proof of transportation(vehicle registration card) 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, proof of transportation(vehicle registration 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 & Proof  
of Transportation (Vehicle  
Registration Card)

Educational Requirements: High  
School Graduate, Equivalency,  
trade experience, and/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 <sup>st</sup> pay period
751	- 1500 hours - \$22.10	- 2 <sup>nd</sup> pay period
1501	- 2250 hours - \$23.80	- 3 <sup>rd</sup> pay period
2251	- 3000 hours - \$25.50	- 4 <sup>th</sup> pay period
3001	- 3750 hours - \$27.20	- 5 <sup>th</sup> pay period
3751	- 4500 hours - \$28.90	- 6 <sup>th</sup> pay period

\*Pay rates as of 4/1/2024

Benefits:

Health & Welfare, Pension & Annuity

Applications:

Accepted year round.