March 5, 2018

To All Affirmative Action Addressee's:

Please be advised that we will be running our ad for the H.V.A.C.R. Apprenticeship so that any interested individuals will know to stop by and pick up an application as all information must be returned with the completed application PRIOR to 3:30 p.m. on FRIDAY, APRIL 20, 2018 to be eligible to take the evaluation only math test and attend the interviews. Failure to take the evaluation only math test will make an individual ineligible to attend the interview.

Applications are accepted throughout the year from 8:00 a.m. to 3:00 p.m. Monday through Friday at 1150 Greg Street, Sparks, Nevada.

The following documents are required, no exceptions, and in order to make application each applicant must be physically capable of performing the essential functions of the apprenticeship program and subsequent work, must be a minimum of 17 years of age and bring with them the original of the following documents so that we may retain a photo copy along with their application for our records.

1. Birth certificate or proof of legal residence in the United States (passport)
2. High school diploma or equivalent
3. Transcript of high school grades.
4. Military transfer or discharge Form DD-214 (when applicable).
5. Social Security Card

Must have reliable transportation to and from the work sites and related classroom instruction.

No discrimination will be practiced in selection upon race, creed, color, age, sex, sexual orientation or national origin.

It is the desire of the Apprenticeship Committee that only those genuinely interested in learning the trade and participating in the challenge that the Plumbing, Pipefitting and H.V.A.C. Industry offers in a drug free environment should make applications.

SUCCESSFUL APPLICANTS MUST BE WILLING TO ADHERE TO A STRICT DRUG AND ALCOHOL ENFORCEMENT POLICY THROUGHOUT THEIR APPRENTICESHIP.

Sincerely,

[Signature]
Randy L. Canale
Training Coordinator

RLC/sds