



## Sponsor Applicant Intake Process

As an ABC Golden Gate Chapter member who is approved to train apprentices, you have the option to sponsor your employee into the apprenticeship program.

In order to make this process run smooth and efficient, please review the guidelines:

### **Sponsoring Contractor Requirements and Responsibilities:**

- Sign the apprenticeship application on the appropriate line confirming that you are sponsoring the individual
- It is highly recommended that the applicant have worked with the sponsored contractor prior to sponsoring him/her into the apprenticeship program in order to ensure that the individual is a good candidate
- Communicate with the ABC apprenticeship staff to ensure that completed information has been submitted by applicant to the ABC office
- Commit to having applicant off work for one or two separate working days to attend required testing, interview, orientation (which includes drug screening) and challenge test (if approved) at the ABC office
- Coordinate with the applicant to ensure his/her attendance on the intake date

### **Application Acceptance and Applicant Responsibilities:**

- Applicant must submit a complete apprenticeship application to the ABC office including required documents for the specific trade
- At the time of the orientation which will most likely be conducted on the same day as the written exam and the interview, applicant must bring with him/her a valid driver's license
- Applicants must be prepared to attend required testing, interview, orientation, and challenge test (if approved by committee) at the ABC office, on one or two working dates
- If requesting to take the challenge test, applicant must bring a complete challenge test form to the interview or orientation day, documenting at least 1 year of work hours in the trade (this form can be obtained by contacting Stephanie Tep at the ABC office)
- Applicant who is approved to take the challenge test will need to contact the ABC office within 30 days following the orientation to schedule the test. The applicant will not be able to start his/her apprenticeship program until the challenge test process is completed. The test can take several hours
- Applicant must bring a completed Benefit Trust Information Form to the orientation (this form can be obtained by contacting Stephanie Tep at the ABC office)
- Applicant must complete the mandatory drug screening at the time of orientation. Drug screening results are available within 24-72 hours following the orientation
- Ensure that all ABC scheduled appointments are met

ABC's goal is to ensure that sponsored applicants are indentured into the ABC program within two to three weeks of receipt of completed application.

The applicant is encouraged to contact the ABC office with any questions or to confirm any of the specific details of his/her intake process. If the applicant fails to attend to the intake process, his/her file will be closed and it is then the applicant's responsibility to follow up with the ABC staff.

Due to privacy laws, ABC staff is not at liberty to discuss applicant's information with the sponsoring contractor. The contractor is encouraged to follow up with the applicant directly, following the intake date, in order to find out the outcome.

### **Approximate Length of Time (not including breaks and lunch times):**

Testing – 3 hours

Interview – 0.5 hour

Orientation – 2.5 hours

Challenge Test – approximately 2 hours per challenge year – test will not be administered on the same day as the intake process.

For questions on the information listed above, please contact Stephanie Tep at 925 960-8511.