

APPRENTICESHIP APPLICATION / AGREEMENT

Please read the Questions and Instructions carefully. If you need help in completing this form, please call the Apprenticeship and Industrial Training Office for assistance and information. See page 6 of this application for the office address and telephone numbers.

The personal information collected in this application will be used to determine your eligibility to participate in a Yukon Apprenticeship Program. If you enter a Yukon Apprenticeship Program, this information and the personal information we obtain throughout your program will be used to administer your apprenticeship program, the *Apprenticeship Training Act*, the Apprenticeship Training and Tradesperson's Qualifications Regulation and, where applicable, to help you gain financial support under the *Employment Insurance Act* (Canada) or other financial assistance programs to which you apply. It may also be used to facilitate your involvement in the Interprovincial Standards (Red Seal) Program, for research and statistical purposes, and provided to Statistics Canada where required. For further information, please contact the Training Support Officer at (867) 667-5298 or toll free at 1-800-661-0408.

For a list of the trades designated for apprentice training in Yukon, please contact the Apprenticeship and Industrial Training office.

YUKON
Apprenticeship

Information / Instructions for Apprenticeship Application/Agreement

1 Trade

- ◆ Print the name of the trade in which you want to apprentice. *

2 Applicant Personal Information

- ◆ **Section 2 is to be completed by the person applying to become an apprentice. Please print in ink. ***
- ◆ If any of your transcripts or credentials attached to this application are in your former last name, please indicate your former last name in the space provided.
- ◆ Please indicate the address to which you would like us to send mailed correspondence.
- ◆ Please ensure that you have completed the application and that you have **signed the application on page 3 section 3 and page 7 section 8.**
- ◆ If you are under the age of 19, a parent or guardian must sign this application on page 7 section 8.
- ◆ **If you change your name or address in the future, please contact the Apprenticeship and Industrial Training Office immediately so your records can be updated.**

3 Applicant Consent to Disclose Information on File

- ◆ In this section we ask you to give us your consent to disclose the personal information you provide on the application form and the personal information we obtain during your apprenticeship program **for three situations that are not included in the notification on page 1** of the application.
- ◆ Your consent is voluntary. If you do not give your consent, it will not stop your application from being considered or stop your participation in an apprenticeship program. However, it may restrict your ability to receive awards recognizing your achievement as an apprentice.
- ◆ **You may withdraw your consent at any time but must do so in writing to the Apprenticeship and Industrial Training Office.**
- ◆ **Sign and date** your consent to disclose this information. *

APPRENTICESHIP APPLICATION/AGREEMENT

1 Trade
In which trade are you applying to be an apprentice?

2 Applicant Personal Information		<i>Please print clearly in ink.</i>	
Legal Last Name:	Former Last Name: (if applicable)		
Legal First Name:	Middle Name:		
Preferred First Name:			
Mailing Address (p.o. box, street, city, province/territory):			
Postal Code:			Home Phone No.: ()
		Day Time Phone No.: ()	
E-mail Address:	Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female	Birth Date (yyyy/mm/dd):
Are you currently attending a Yukon High School? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you making this application under the Yukon Secondary School Apprenticeship Program (YSSAP)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
First Language English <input type="checkbox"/> French <input type="checkbox"/> Other Specify _____			
Aboriginal Peoples: Aboriginal peoples are persons in Canada who consider themselves to be First Nation status, non-status, Inuit or Metis. Do you consider yourself to be an aboriginal person?			
<input type="checkbox"/> No <input type="checkbox"/> Yes -> Status <input type="checkbox"/> Non-Status <input type="checkbox"/> Inuit <input type="checkbox"/> Metis <input type="checkbox"/>			

3 Applicant Consent to Disclose Information on File	
<p>I authorize Yukon Advanced Education to disclose in these situations relevant information on my file as it relates to my participation in a Yukon Apprenticeship Program:</p> <p>(a) to any group, organization or association for the purpose of being considered for recognition, an award or scholarship. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) to employers requesting names of registered apprentices for possible employment. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I authorize Advanced Education to use my e-mail address as an alternate form of contact and information transfer. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Signature of Applicant:	Date (yyyy/mm/dd):

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4 Applicant Education and Training Information

- ◆ You must submit an official transcript of your high school marks with your application/agreement.
- ◆ If you do not have a copy of your transcript, please obtain an official transcript from the high school or from the Department of Education in the province or territory where you attended.
- ◆ If you completed academic upgrading after high school, please attach a transcript from that program.
- ◆ If your high school marks cannot be verified and you do not submit them with your application, or if you do not have the academic entrance requirement for your selected trade, you may be eligible to enter the apprenticeship program by completing an assessment examination. Please contact the Apprenticeship and Industrial Training Office for details.
- ◆ If your documents are written in a language other than English or French, you must have the documents translated. Please contact the Apprenticeship and Industrial Training Office for details.

If you have completed relevant formal or technical training, or hold any certificates or credentials **related to the trade**, please describe them in Section 4. If you need more space, put the additional information on a separate page. Attach all supporting documentation (e.g., certificate, diploma, or transcript) to your application.

5 Applicant Work Experience in this Trade

Starting with your **current employer**, tell us about the work experience you have in the trade identified in Section 1. If you need more space, put the additional information on a separate page. (*Note: The information you provide is subject to verification*). This information **with the recommendation of your employer** may be used to grant you credit toward the on-the-job training component of the apprenticeship program. Should you qualify for on-the-job training credit, you may be eligible with your employer's recommendation to challenge one or more apprentice level examinations to determine your level of competency. You will be advised if you are eligible to challenge an exam.

6 Employer Information

Section 6 is to be completed by the employer. *

The employer's signature is also required on page 7 section 8.

Employer Information:

- ◆ If the applicant has previous work experience in the trade as indicated in Section 5 of the application, you may recommend that the applicant be granted time credit toward the on-the-job training component of the apprenticeship program. As the employer, please indicate the amount of time credit in hours that you recommend the applicant receive (including credit for experience with previous employers).
- ◆ If the time credit recommended for on-the-job training meets or exceeds the requirements for Level 1, the employer may also recommend that the applicant challenge an apprentice level examination(s) instead of taking in-school training. As the employer, please check the box only if you support a recommendation that the applicant challenge the examination **instead of attending** in-school training.
- ◆ Indicate the name and certificate number of a supervising Certified Tradesperson in this trade. Also provide the lowest hourly wage rate that your company would use to pay a newly certified worker in this trade. Recognizing that pay rates for certified tradesworkers vary depending on individual experience, the lowest pay rate for a newly certified tradesworker is used as a basis to determine the apprentice's minimum wage rate.
- ◆ If you change the name or address of your business, please contact the Apprenticeship and Industrial Training Office immediately so records can be updated.

4 Applicant Education and Training			What is the highest level of education you completed?	
Name of High School: (attending or most recently attended)				
City/Town of High School:			Last Year Attended:	Last Grade Attended:
For education after High School:				
course or program	university/college/technical institute	Location	date started	degree/diploma/certificate obtained
			date completed	
course or program	university/college/technical institute	Location	date started	degree/diploma/certificate obtained
			date completed	
For certificates or credentials related to the trade:				
What is the name of the trade on the credential?				
What is the name of the province/state/country/company/organization that issued it?				
What is the number on the credential?			If you have a Completion of Apprenticeship Certificate, what is the number on it?	
What is the date of issue on the credential?			If there is an Interprovincial Red Seal on this credential, what is the number on it?	

5 Applicant Work Experience in the Trade				
Company name, address and phone (with area code)	Name of contact person, position and phone no. (include area code)			What work did you do in the trade?
	Dates worked / Months and hours of hands on experience			
	Date Started		Date Finished	
	Total Months		Total Hours	
Company name, address and phone (with area code)	Name of contact person, position and phone no. (include area code)			What work did you do in the trade?
	Dates worked / Months and hours of hands on experience			
	Date Started		Date Finished	
	Total Months		Total Hours	

6 Employer Information		<i>Please print clearly in ink.</i>								
Legal Name of Business:										
Operating Name of Business:										
Mailing Address (P.O. Box or Street):										
City/Town:							Postal Code:			
Phone No.: ()			Alternate Phone No.: ()			Fax No.: ()				
E-mail Address:					Name of Contact Person:					
What date did the applicant begin to work in this trade for your business (yyyy/mm/dd)?										
Recommended credit for applicant's trade work to date (including previous employers): _____ hours <input type="checkbox"/> Challenge exam										
Provide the name, certificate # and province/territory of issue of a certified tradesperson who will be supervising this apprentice: (name) _____ (certificate #) _____ (province /territory of issue) _____										
Please indicate the lowest pay rate for a newly certified tradesworker your firm would normally use in this trade: _____ / hour										
How many apprentices do you presently employ in this trade? _____										

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7 Payment Information

- ◆ There is a \$10.00 non-refundable fee for an Apprenticeship Application/Agreement that must be submitted with the Application/Agreement. **Please do not send cash in the mail.**
- ◆ If paying by cheque or money order, please make your cheque or money order payable to the **“Territorial Treasurer”**.

8 Apprenticeship Agreement and Signatures

Please read this section **carefully** and sign if you agree. Both the employer and applicant for apprenticeship must sign this Application/Agreement in order for it to be processed.

If the applicant is under the age of 19, a parent or guardian must also sign this Application/Agreement.

Note: It is an offence under the *Apprentice Training and Tradesperson’s Qualifications Regulation* to provide false information.

OBLIGATIONS

The apprentice shall:

- observe the established hours of work and not absent himself/herself without good cause.
- show due regard for the tools and goods of the employer and avoid damage and waste of those tools and goods insofar as he/she is able.
- follow safe work practices to the best of his/her ability.
- incur such loss of periodic wage increases as may be ordered by the Director.
- attend regularly the training courses prescribed by the Director, and purchase all text books and supplies as required for such training.
- notify the Director immediately when he/she ceases to be employed by the employer signatory to this Agreement.

The employer shall:

- on request from the Director, provide such relevant information as may be requested regarding employees and their qualifications in designated occupations.
- provide adequate training for the apprentice in all areas of the trade insofar as his/her facilities and the type of work permit.
- provide supervision by a qualified journeyman in accordance with the *Apprentice Training and Tradesperson’s Qualifications Regulation*.
- cooperate with the Director in the transfer of the terms and conditions of this Apprenticeship Agreement should such a transfer be required.
- encourage and allow the apprentice to attend such training courses as prescribed by the Director.
- notify the Director immediately of any difficulties that may occur respecting this Apprenticeship Agreement.
- notify the Director immediately when he/she ceases to employ the apprentice signatory to this Agreement.

Submit your completed Application/Agreement, fee, required transcripts, and other documents to the Apprenticeship and Industrial Training Office. Applications not complete or missing the required fee, transcripts or documents will not be processed. To contact us:

Our mailing address is: Government of Yukon
Department of Education, Advanced Education Branch
Apprenticeship and Industrial Training
Box 2703
Whitehorse, Yukon Y1A 2C6

Our office address is: 1000 Lewes Blvd.
Whitehorse, Yukon

To call us: 867-667-5298 or 1-800-661-0408 local 5298 Toll free within Yukon

To send a fax to us: 867-667-8555

7 Payment Information

Method of Payment (check one): Cheque Money Order Cash

Amount of Payment:
(payment must be submitted in full with the application): **\$10.00**

8 Apprenticeship Agreement and Signatures

When the employer and apprentice sign this document, and it is registered by the Director, Apprentice Training, the document becomes the Apprenticeship Agreement.

The Employer and Apprentice agree that:

1. The applicant shall be an apprentice under the *Apprentice Training and Tradesperson's Qualifications Regulation* in the trade identified in Section 1 of the Application and the parties to this Apprenticeship Agreement shall comply with the *Apprentice Training and Tradesperson's Qualifications Regulation*.
2. The Schedule of Apprenticeship provided by Advanced Education shall outline the in-school and on-the-job training requirements of this Apprenticeship Agreement.
3. Should any party to this Agreement at any time be of the opinion that the rates of wages or conditions of work are unreasonable, such party may apply to the Director for review. On receipt of such request, the Director may make such inquiry and decision as he/she considers appropriate. This Agreement shall read and be construed as though rectified in accordance with such decision.
4. This Apprenticeship Agreement comes into effect on the date it is registered by the Director, Apprentice Training.

I certify that, to the best of my knowledge, the information provided in this document is true and complete in all respects. As the Employer, I agree to accept and train the Apprentice in all areas of the trade so far as my facilities and availability of work permit and I agree to provide any inspector of the Apprenticeship and Industrial Training Office with such information regarding this apprenticeship as may be required.

Name of person signing for the Employer (please print):

Signature of Employer:

Date (yyyy/mm/dd):

I certify that, to the best of my knowledge, the information provided in this application is true and complete in all respects. I authorize Yukon Advanced Education or its designate to contact individuals as required to verify my education, training, and work experience. I, as the Apprentice, by my own free will, or with the consent of my Parent or Guardian, agree to enter into this Agreement.

Name of Applicant (please print):

Signature of Applicant:

Date (yyyy/mm/dd):

**Signature of Parent or Guardian
(only if applicant is under the age of 19):**

Date (yyyy/mm/dd):

Note: Upon approval and registration of this Agreement, a schedule outlining the particular requirements for each level of the apprenticeship will be forwarded to the employer and apprentice. This Agreement may be transferred to other employers by submitting a request for transfer to the Apprenticeship and Industrial Training Office. The particulars of the schedule may also be amended during the life of this Agreement.

Registered at the office of the Director on this _____ day of _____, _____

Apprentice ID No. _____

Director

FOR DEPARTMENTAL USE ONLY

Consultant _____ Agreement commences on _____

Date reviewed _____ Course levels required _____

Time credit (work experience) _____ (technical training) _____

Remarks _____
