

APPRENTICESHIP APPLICATION / AGREEMENT

The personal information collected in this application will be used to determine your eligibility to participate in a Yukon Apprenticeship Program and will be managed in accordance with the Access to Information and Protection of Privacy (ATIPP) Act. If you enter a Yukon Apprenticeship Program, this information and the personal information obtained throughout your program will be used to administer your apprenticeship program, under the authority of 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, and for research and statistical purposes. For further information, please contact the Training Support Officer at (867) 667-5298 or toll free at 1-800-661-0408 extension 5298. For questions about the collection of your information and the ATIPP Act, please contact the Department's ATIPP Coordinator at (867) 667-8326.

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

For a list of the trades designated for apprentice training in Yukon, please contact the Yukon Apprenticeship office at 867-667-5298 or go to our website at:
www.education.gov.yk.ca/advanced/apprenticeship/index.html

VApprenticeship
ukon

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 your permanent mailing address.
- 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 Yukon Apprenticeship Office immediately so your records can be updated.**

3 Consent to Disclose Information for application to scholarships, awards or employment

- This section asks you to authorize Yukon Apprenticeship to disclose in certain cases specific information you provide on the application form and personal information obtained by the Department of Education during your apprenticeship program.
- Your consents to the disclosures in this Section are voluntary. If you do not authorize us to disclose information in these cases, it will not stop your application from being considered or prevent 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 Yukon Apprenticeship Office.**
- Make sure that you **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 *Please print clearly in ink.*

Legal Last Name:				Former Last Name: (if applicable)			
Legal First Name:				Middle Name:			
Preferred First Name:							
Permanent Mailing Address:							
Postal Code:					Home Phone No.: ()	Cell Phone No.: ()	
E-mail Address:				Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Birth Date (yyyy/mm/dd):	
Social Insurance Number:							
Are you currently attending high school?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
First Language English <input type="checkbox"/> French <input type="checkbox"/> Other <input type="checkbox"/> Specify _____							
Aboriginal Peoples (This is a voluntary question. The information collected will not affect your application and will be used only for statistical purposes):							
Aboriginal peoples are persons in Canada who consider themselves to be First Nation, Inuit or Metis. Do you consider yourself to be an aboriginal person?							
No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes,							
Status <input type="checkbox"/> Non-Status <input type="checkbox"/> Inuit <input type="checkbox"/> Metis <input type="checkbox"/>							

3 Consent to Disclose Information for application to scholarships, awards or employment

I authorize Yukon Apprenticeship to disclose information on my file as outlined (these authorizations are voluntary and will not impact your application — please check the boxes to indicate your choice for each case):

- a) my name, trade, level and exam results to any individual or group for the purpose of my application being considered for recognition, an award or scholarship. Yes No
- b) my name and contact information to employers requesting names of registered apprentices for possible employment. Yes No

Signature of Applicant:	Date: (yyyy/mm/dd):
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Information / Instructions for Apprenticeship Application/Agreement

4 Applicant Education and Training Information

You must submit a transcript of your high school marks with your application/agreement. If you do not have a copy of your transcript, please obtain a transcript from your secondary school, Yukon's Department of Education, or Education authorities in the province or territory where you attended secondary school.

If you completed academic upgrading after high school, please attach an official 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 entrance examination. Please contact Yukon Apprenticeship 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 page 8.

Attach all supporting documentation (e.g. certified true copies of certificate, diploma, or an official transcript) to your application.

If your documents are written in a language other than English or French, you must have the documents translated. Please contact Yukon Apprenticeship for details.

5 Applicant Work Experience in this Trade

Starting with your current employer, provide the relevant work experience you have in the trade identified in Section 1. If you have more than 300 hours' work experience with any one employer, please submit a Trade Experience Verification form, available from the Yukon Apprenticeship Office. This information with the recommendation of your employer may be used to grant credit toward the on-the-job training component of your apprenticeship program. Should you qualify for on-the-job training credit, you may be eligible with your employer's recommendation and the approval of Yukon Apprenticeship to challenge one or more apprentice level examinations.

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 training and/or work experience in the trade, you may recommend that the applicant be granted time credit toward the apprenticeship program. As the employer, please indicate the amount of time credit in hours that you recommend the applicant receive.

The employer may 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 the supervising Certified Journeyman in this trade for the applicant. Also provide the hourly wage rate that your company would pay a newly certified journeyman in this trade. The pay rate for a newly certified journeyman is used as a base to determine the apprentice's minimum wage rate.

If you change the name or address of your business, please contact the Yukon Apprenticeship office immediately so records can be updated.

4 Applicant Education and Training

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	

If you have certification or credentials in another related trade, what is the name of the trade?

5 Applicant Work Experience in the Trade

Company Information	Date Started	Date Finished	Total Hours	Tools Used / Type of Work

Note that a Trade Experience Verification Form must be used for every employer with over 300 hours work experience.

*** If you require additional space for sections 4 and/or 5, please use page 8.**

6 Employer Information *Please print clearly in ink.*

Legal Name of Business:

Operating Name of Business:

Mailing Address:

Postal Code:

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Phone No.: ()

Alternate Phone No.: ()

Fax No.: ()

Name of contact person:

Email address:

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 with your company _____ hours

Recommended credit for applicant's trade work with previous employers _____ hours

Recommended credit for trade related pre-employment courses _____ hours

TOTAL HOURS

Do you recommend the applicant challenge a level exam? Yes No

Provide the name, certificate # and province/territory of issue of the certified journeyman who will be supervising this apprentice:

(name) _____ (certificate #) _____

(province/territory of issue) _____

Please indicate the pay rate for an entry level certified journeyman your firm uses in this trade: \$ _____ / hour.
This rate is used to determine the minimum pay rate of the apprentice.

How many apprentices do you presently employ in this trade? _____

How many certified journeymen do you presently employ in this trade? _____

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 it payable to the "Territorial Treasurer".

8 Apprenticeship Agreement and Signature

Please read this section carefully and sign if you agree. Both the employer and applicant must sign and date 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:

- a) observe the established hours of work and not absent himself/herself without good cause.
- b) 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.
- c) follow safe work practices to the best of his/her ability.
- d) attend the training courses prescribed by Yukon Apprenticeship, and purchase all text books and supplies as required for such training.
- e) notify Yukon Apprenticeship immediately when he/she ceases to be employed by the employer signatory to this Agreement.
- f) notify Yukon Apprenticeship of any change of address.

The employer shall:

- a) on request from Yukon Apprenticeship, provide such relevant information as may be requested regarding employees and the qualifications in designated occupations.
- b) provide adequate training for the apprentice in all areas of the trade insofar as his/her facilities and the type of work permit.
- c) provide supervision by a qualified journeyman in accordance with the Apprentice Training and Tradesperson's Qualifications Regulation.
- d) cooperate with Yukon Apprenticeship in the transfer of the terms and conditions of this Apprenticeship Agreement should such a transfer be required.
- e) encourage and allow the apprentice to attend such training courses as prescribed by Yukon Apprenticeship.
- f) notify Yukon Apprenticeship immediately of any difficulties that may occur respecting this Apprenticeship Agreement.
- g) notify Yukon Apprenticeship 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 Yukon Apprenticeship Office. To contact us:

Mailing address:

Yukon Apprenticeship
Department of Education, Advanced Education Branch
Yukon Government
Box 2703
Whitehorse, Yukon Y1A 2C6

7 Payment Information

Method of Payment

(check one):

Cheque Money Order Cash Date _____ Initials _____

Applications not complete or missing the required fee, transcripts or documents will not be processed.

**Amount of Payment:
\$10.00**

8 Apprenticeship Agreement and Signature

When the employer and apprentice sign this document, and it is registered by the Director of 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 Training provided by Yukon Apprenticeship 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 of 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 Yukon Apprenticeship with such information regarding this apprenticeship as may be required for the administration of the program.

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

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 understand that Yukon Apprenticeship may verify my education, training and work experience by contacting my current or previous employers and educational institutions as listed on this application form, and apprenticeship authorities in other jurisdictions where applicable.

My signature below authorizes Yukon Apprenticeship to disclose information respecting my participation in the apprenticeship and/or certification program to apprenticeship authorities in other jurisdictions for the purposes of providing verification of my certification, determining my eligibility for similar programs in other jurisdictions, assisting inter-provincial and – territorial labor mobility, program planning and labor market research.

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 of Training outlining the particular requirements for each level of the apprenticeship will be forwarded to the employer and apprentice. The particulars of the Schedule of Training may also be amended during the life of this Agreement. This Agreement may be transferred to other employers by submitting a request for transfer to Yukon Apprenticeship.

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

Apprentice ID No. _____

Director

FOR DEPARTMENT USE ONLY

Date Reviewed _____

Course levels required _____ Agreement commences on _____

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

Verify Additional Hours to be Credited after _____

Conditions:

Apprentice must provide proof of meeting academic requirements prior to being scheduled for in-school technical training.

Apprentice must successfully complete the Entrance ___ examination (Math or Science or both)

Other

Not applicable

Comments:

Consultant _____