

QUALIFICATIONS AND SELECTION PROCEDURES

SECTION I – MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum requirement of 18 years of age. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification.

B. Education

A high school diploma or General Education Development (GED) equivalency approved by the State is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible list. Such an applicant must provide proof that a graduation certificate or GED has been awarded, and must be eighteen (18) years of age, prior to being registered by the JATC.

Applicants must submit a DD-214 to verify military training and/or experience if they are military or veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass a physical agility test and screening for the current illegal use of drugs on acceptance into the program and prior to being employed.

D. Aptitude Test/Experience

- Applicants will be eligible for an interview if they meet either or both of the following qualifications:
 - Pass each section of the TABE exam administered by the WV Job and Family Services of Parkersburg, West Virginia.
 - Proven evidence that they have a minimum of 2 years of training or experience in any of the following fields: HVAC, Plumbing, Pipefitting, Welding, or Instrumentation.

E. Others

All applicants will be subject to a Local and National Criminal Background check on acceptance into the Program and prior to being employed.