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APPRENTICE & TRAINING PROGRAM

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September 5, 2018

To: Johnetta Ryan, Director
Education to Careers (CISCO)
From: Vince Sticca, Coordinator
Re: New **General Construction** Application Period

Johnetta,

Effective, **Tuesday, September 18, 2018**, applications for future Pre-Apprentice **"CONCRETE FORM BUILDER"** carpentry training classes will be accepted at the Apprentice Program Office, 1256 Estes Avenue, Elk Grove Village, IL, **Monday thru Friday, 9:30am to 4:00pm**.

Each candidate MUST PRESENT the following requirements at the Apprentice Program Office, 1256 Estes Avenue, Elk Grove Village, Illinois, between the hours of 9:30 AM and 4:00 PM, MONDAY thru FRIDAY, **NO LATER THAN THURSDAY, OCTOBER 18, 2018:**

1. Letter of recommendation on a Local Union letterhead, signed by an officer;
2. Must have attained the age of 17 (Driver's License or State I.D Card required).
3. Copy of High School Diploma or, High School Transcripts (must have official School seal – 8 credits minimum), or copy of G.E.D. Certificate;
4. Copy of Social Security Card or a receipt showing duplicate card has been applied for;
5. Veterans – Form DD214 copy;
6. **A \$25.00 "Non-Refundable" Application Processing Fee (MONEY ORDERS & CASHIERS CHECK ONLY) - NO CASH.**

ALL (6) above-listed requirements MUST BE submitted at the time of filing or candidate will NOT be permitted to file an application.

The policy of this Program is to encourage minority, female & veteran participation. Therefore, I am requesting that you please share the above information with those individuals interested in an Apprenticeship in Carpentry.

Thank you.

Vince Sticca
Coordinator
VS/so