

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION
830 PUNCHBOWL STREET, ROOM 329
HONOLULU, HAWAII 96813

APPRENTICE-TRAINEE DATA SHEET

(Please Type or Print)

NAME:	Last	First	Middle	SOC. SEC. NUMBER:
PRESENT ADDRESS:	Street	Apt. No.	City	State
				Zip Code
				TELEPHONE:
				Home:
				Business:
Child Labor Certificate No.: (if minor under 18 year of age):				BIRTH DATE:
Name & Address of Parent or Guardian: (if minor under 18 year of age):				
APPRENTICE'S/TRAINEE'S TRADE:				
WORK EXPERIENCE RELATED TO THIS TRADE: List below the names of employers for whom you have worked in jobs related to this trade only. Begin with your present employer. Use back of page if needed.				
Firm Name	Nature of Work Done	Date of Employment		No. of Months
		From:		
		To:		
		From:		
		To:		
Trade School Attended:			Trade/Major:	
Number of Semesters Completed:			Major Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Registered Apprentice/Trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, what trade/year:	
Date Last Employed as Apprentice/Trainee:			Employer:	
VETERAN STATUS: Branch of Service: _____			Eligible for G.I. Benefits:	
Served from: _____ to _____			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see back.	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		Alien Registration No.:	
Race/Ethnic Group: (Check only one) <input type="checkbox"/> Caucasian <input type="checkbox"/> Negro/Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan				
<input type="checkbox"/> Hispanic/Mexican/Puerto Rican/Cuban/Central South America or other Spanish origin culture regardless of race				
<small>Privacy Act Statement: The information requested herein is used for apprenticeship statistical purposes and may not be otherwise disclosed without the expressed permission of the applicant. Privacy Act of 1974-PL93-579</small>				
Today's Date: _____		HS or GED? _____		Starting Wage: _____

For Program Sponsor Use Only

Gov't Jobs: <input type="checkbox"/> Yes <input type="checkbox"/> No New Indenture <input type="checkbox"/> Reinstatement <input type="checkbox"/> Date Became Apprentice/Trainee: _____ Employer: _____ To Begin School: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year _____	Apprentices Received: Standards: <input type="checkbox"/> Yes <input type="checkbox"/> No Rules & Regs.: <input type="checkbox"/> Yes <input type="checkbox"/> No Briefed by: _____ Date: _____
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ABC APPRENTICESHIP PROGRAM
POLICY ON ABSENCES

Monday and Wednesday Classes

If an apprentice has three (3) unexcused absences during one semester, the apprentice is required to appear before the ABC Training Committee to explain the absences and to state his or her intentions regarding apprenticeship.

If an apprentice misses six (6) classes with excuse in one semester, the apprentice must appear before the ABC Training Committee.

If an apprentice is late to class six (6) times in one semester, the apprentice must appear before the ABC training Committee.

This policy counts labs as the same as classroom time. If the lab takes the place of two class periods, missing the lab will count as two absences.

If an apprentice leaves the class before the class is over, without permission, the apprentice will receive an unexcused absence for the entire class period.

Failure to appear before the Committee will result in immediate cancellation of the Apprenticeship Agreement of the apprentice in question during the committee meeting.

Failure to live up to the conditions set by the committee upon the apprentice at said committee meeting will result in cancellation of the Apprenticeship Agreement of the apprentice at the following Training Committee meeting.

If absences or tardiness (for excused cases only) are the result (or apprentice claims they are the result) of employer actions, a representative of the employer is also required to attend the committee meeting along with the apprentice, to explain the absences and the companies intention towards apprenticeship.

Apprentices must make up missed work. This will be done on the apprentices time. Tests may be given by the ABC staff in the ABC office during non class time at the request of the instructor. Alternate assignments may be assigned by the instructor to replace class time missed.

Apprentices Signature _____ Date _____

Sponsors Signature _____ Date _____

Associated Builders and Contractors
Hawaii Chapter

Apprentice Classroom Conduct Policy

All apprentices will abide by these rules during class time, whether inside the classroom, or during a lab.

Apprentices will arrive at class on time, to avoid disruptions. Apprentices will cause no other disruptions during class time.

There will be no food, drinks or smoking in the classroom at any time.

Proper attire will be worn to the classroom or to the lab site. Proper attire for classroom is shirt and shoes. Excessively dirty clothes that may cause damage to the school facility will not be worn into the classroom. Proper attire for lab is a sleeved shirt (no tank tops), long pants and covered toe shoes. A hard hat may be necessary, depending on the lab location.

Sexual or racial harassment, in any form, will not be tolerated. All ABC Apprentices have the right to be in an environment free from unsolicited and/or unwelcome sexual overtures of any type. Any complaint concerning such treatment should be made either orally or in writing to the apprenticeship coordinator or instructor.

Failure to abide by the rules of good conduct will result in the apprentice being called before the Training Committee.

I understand these rules and will abide by them.

Apprentice Signature

Date _____

Associated Builders and Contractors - Hawaii Chapter Substance Abuse Policy

Introduction

Associated Builders and Contractors, Inc. (ABC) is concerned about the widespread drug and alcohol abuse problem in the State of Hawaii and its adverse effect on employees, employers, co-workers, the workplace, families and society-at-large. For example, the abuse of alcohol or illegal drugs can cause an inability to operate equipment safely, inattention to detail, accidents, the inadvertent creation of dangerous conditions, and abnormal and unsafe behavior.

Possession, Dispensing, and Use of Illegal Drugs and Alcohol Prohibited

The illegal manufacture, distribution, dispensing, possession or use of a "controlled substance" as defined by the Drug-Free Workplace Act of 1988, 41 U.S.C. § 706(3), and by the Schedules of Controlled Substances, 21 U.S.C. § 812, and "substances of abuse," as defined by Chapter 113 of Title 11, Hawaii Administrative Rules, § 11-113-4, in and around the workplace, on ABC property, while on ABC business, or in Apprenticeship classes is strictly prohibited. Such substances include cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP).

A violation of this policy provision will result in appropriate personnel action up to and including termination of the Apprenticeship Agreement. It will also be reported to the appropriate law enforcement agency.

In addition, an apprentice must not be illegally under the influence of a controlled substance or substances of abuse in or around the classroom or lab area, or during class time. Substances of abuse include alcohol. *A violation will result in appropriate personnel action up to and including termination of the Apprenticeship Agreement.*

The possession, use or drinking of alcoholic beverages in and around the classroom or lab area is prohibited. The possession and use of alcohol may be permitted *only* when authorized by ABC and *only* when in connection with an ABC-authorized event. *A violation will result in appropriate personnel action up to and including termination of the Apprenticeship Agreement.*

I have read and understood the above Drug and Alcohol Policy

Signature

Date

Name (please print) _____



Hawaii Chapter

Associated Builders and Contractors Construction Education Foundation Apprentice Fee Payment Policy

ABC member - new apprentices: \$800 1st semester / \$500 2nd semester

ABC member - continuing apprentices: \$650 per semester

Non members - \$1900 annual fee

The ABC Apprentice program charges by semester for members and annually for non members for each apprentice in the program. For first time apprentices, the fee is due and payable upon submission of the apprentice application. Apprentices may apply and become apprentices at any time. The apprentice fee covers apprenticeship registration and UH System tuition costs, as well as books and materials for the school year. This fee is non-refundable.

Before the start of each school semester after the initial semester, ABC will invoice the apprentice fee to the employer that is sponsoring the apprentice.

ABC offers the following payment options.

- Pay the semester fee in full
- One half down, the remainder in hourly contributions to the Construction Education Foundation to be defined by the Trust (recommended for State and Federal contracts).

The down payment must accompany the apprentice application. The apprentice will not be able to start classes or be registered with the state until the down payment is received.

Refund policy – ABC expects employers to only sponsor apprentices who have demonstrated their commitment to the apprentice program. ABC accepts a liability every time it registers an apprentice with the state. Therefore, ABC does not allow any refunds of apprentice fees. ABC strongly encourages employers to write and sign an agreement with their apprentices stating that if the apprentice quits or drops out of the program, they must repay the fees to the employer.

The ABC Standards and Rules and Regulations allows that in the case that instructors must be paid by the Construction Education Foundation (CEF) and not Honolulu Community College, the ABC may bill participating sponsors of that program to help cover the additional cost of the instructor.

I have read and understood the above policy,

Signature

Printed Name

Company

Date