

Sample

GOVERNMENT OF THE DISTRICT OF COLUMBIA

APPRENTICESHIP COUNCIL

609 H Street, N.E., Room 406
Washington, D.C. 20002

FORM-ID: DCAC Form 3
Rev. 5/02



APPRENTICESHIP AGREEMENT AND REGISTRATION FORM

Title 36, Chapter 1-A, D.C. of Laws (65 Stat. 20-4)

The sponsor and apprentice whose signatures appear below agree to these terms of apprenticeship.

WITNESSETH THAT: The SPONSOR agrees to be responsible for the selection, placement and training of the APPRENTICE, and to abide by the D.C. State Plan for Equal Employment Opportunity in Apprenticeship and Training, and that the Apprentice agrees to apply himself diligently and faithfully to the work of the trade named therein during the period of apprenticeship, in accordance with the terms and conditions of the Jack's Carpentry Shop

(Name of Apprenticeship Standards)

incorporated in and made a part of this agreement; or, as covered by the terms and conditions on the reverse side of this agreement.

This AGREEMENT may be terminated by mutual consent of the parties, citing cause(s) with notification to the Registration Agency.		TRAINING DATA	
NAME OF APPRENTICE (Type or Print) John Doe		Trade Carpentry	Apprenticeship Term 4 Years
SOCIAL SECURITY NO. 111-22-3333		Probationary Period 3 Months	Credit for previous experience 0 Months
ADDRESS (Number, Street, City, State, ZIP Code) 123 Fake Street, SE, Apt.#A1 Washington, DC 20032		Completion Date 01/13/2012	Date Apprenticeship begins 01/13/2008
NAME OF PARTICIPATING EMPLOYER OR SPONSOR AND ADDRESS Jack's Carpentry Shop 4200 Chain Bridge Road Langley, VA 23665		TO BE COMPLETED BY THE APPRENTICE	
SIGNATURE OF AUTHORIZED COMPANY OFFICIAL 		DATE 	
APPROVED BY JOINT APPRENTICESHIP COMMITTEE		DATE OF BIRTH (Month, Day, Year) May 25, 1975	
APPROVED BY NON-JOINT COMMITTEE OR ASSOCIATION		SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL, DISTRICT OF COLUMBIA APPRENTICESHIP COUNCIL DIRECTOR		RACE/ETHNIC GROUP M (Check one) 1. <input type="checkbox"/> Caucasian/White 2. <input checked="" type="checkbox"/> African American/Black 3. <input type="checkbox"/> Oriental 4. <input type="checkbox"/> American Indian 5. <input type="checkbox"/> Hispanic 6. <input type="checkbox"/> Information Not Available 7. <input type="checkbox"/> Not Elsewhere Classified	
		VETERAN STATUS 1. <input type="checkbox"/> Vietnam 2. <input type="checkbox"/> Vietnam Era 3. <input type="checkbox"/> Special Disabled 4. <input type="checkbox"/> Disabled 5. <input type="checkbox"/> Other Eligible 6. <input checked="" type="checkbox"/> Veteran 7. <input type="checkbox"/> Non Veteran	
		HIGHEST EDUCATION LEVEL (check highest grade completed) 1. <input type="checkbox"/> 8th grade or less 2. <input type="checkbox"/> 9th grade 3. <input type="checkbox"/> 10th grade 4. <input type="checkbox"/> 11th grade 5. <input type="checkbox"/> 12th grade or more 6. <input type="checkbox"/> GED	
		DATE (Mo., Day, Yr.)	Registration No.

TERMS AND CONDITIONS

1. A. During the below listed period of probation the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the registration agency without cause.

1. B. After the probation period the agreement may be cancelled at the request of the apprentice and may be suspended, cancelled or terminated by the sponsor only for good cause with due notice to all parties concerned.

Probationary period: 3 months, or _____ hours

2. In the event there are controversies arising out of the agreement and they cannot be adjusted locally, either party should contact the registration agency listed on the face of this document.

3. The participating employer shall be responsible for the employment, supervision and training of the apprenticeship standards currently registered.
4. Schedule of Work Process in Which the Apprentice is to Receive Adequately Supervised Instruction and Experience of Which a Record will be Kept and Periodically Evaluated:

(a) LIST HERE: Major divisions of the trade and work tasks required under each:

(b) LIST HERE: Approximate time, in hours, months, or percent of apprenticeship:

Same as approved standards

5. Wage Rate To Be Paid the Apprentice Each Period of Apprenticeship: (Period may be expressed in hours, months, or years; rate shall be expressed in percent of journeyman's wage)

PERIODS:	RATES:	PERIODS:	RATES:	PERIODS:	RATES:
1st <u>6 months</u>	<u>60%</u>	5th <u>6 months</u>	<u>80%</u>	9th _____	_____
2nd <u>6 months</u>	<u>65%</u>	6th <u>6 months</u>	<u>85%</u>	10th _____	_____
3rd <u>6 months</u>	<u>70%</u>	7th <u>6 months</u>	<u>90%</u>	11th _____	_____
4th <u>6 months</u>	<u>75%</u>	8th <u>6 months</u>	<u>95%</u>	12th _____	_____

Journeyman's rate as of December 31, 2007 is \$24.00 (per hour; per week)

6. Number of Hours per Week or per Day To Be Worked by the Apprentice:

(a) Hours per week 40

(b) Hours per day 8

7. Number of Hours Related Instruction:

(144 hours per year - 4 hours per week, during regular school year, is normally considered necessary. Where classes are not available through the local school, other organized trade, industrial, or correspondence course of equivalent value may be substituted only on approval by the Registration agency.)

(a) _____ week 144 hrs. per year

(b) School or course

(c) Apprentice will will not be compensated for hours spent in related instruction after regular working hours. _____

8. Other Provisions:

(a) There is reasonable certainty that the job which the apprentice is being trained will be available to him upon completion of his apprenticeship.

(b) The apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training without discrimination because of race, color, religion, national origin or sex.

(c) Upon request by the Joint Apprenticeship Committee or sponsor, a Certificate of Completion will be granted the apprentice by the Registration Agency upon satisfactory completion of the required number of hours actually worked in the trade as well as the satisfactory completion of the required number of hours of related instruction, in accordance with standards covered herein.

9. I, the undersigned apprentice, have read all of the above and fully understand the responsibilities and requirements of this agreement.

Signature of Apprentice 	Date, (Mo., Day) 
Signature of Parent or Guardian if Apprentice is a Minor	Date, (Mo., Day)