



Greater Spokane Electrical Training (GSET) Training Agent New Hire Checklist

Welcome! Please review and complete the following:

- Application for Employment (Pages 1 and 2)
- W-4
- I-9
- Acceptance of Apprenticeship
- Apprenticeship Registration Form
- Apprenticeship Demographics- online CANVAS
(Apprentice responsibility and provided by GSET)

Please provide copies of:

- State issued ID card.
- Social Security Card
- Electrical Card for Washington and Idaho if registered in both states.
- Copy of High School Equivalency (diploma, GED, etc.)
- Show evidence of 1 full year of high school algebra with "C" or better



Application for Employment/ Electrical
 Equal Opportunity Employer

TA: _____

Please fill out the full application form. All questions must be addressed.

<u>Personal Information</u>		<u>DATE</u>		
Name (LAST, FIRST)		Social Security NO.		
Present Address	City	State	Zip Code	Phone NO.
Permanent Address	City	State	Zip Code	Phone NO.
Email addressed		Referred by		

<u>Employment Desired</u>			
Position			Date you can start
Are you employed now?	Yes	No	If yes, may we inquire of your present employer?
Ever applied to this company before? Yes__ No__	Where		When

<u>Education History</u>	Name and Location of School	Did you graduate	Subject studied
High School			
College/Trade School			
HS Algebra (provide grade)			

General Information

Hobbies	
Special Training	
Special Skills	
US Military or Naval Service	Rank

Former Employers (Most Current First)

Date Month& Year	Name and Address of Employer	Position	Reason for leaving
From			
To			
From			
To			
From			
To			
From			
To			

References (three names of person not related to you)

Name	Business	Address	Years known

Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigations of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for the employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.”

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

I understand by accepting employment as an electrical apprentice with a Greater Spokane Electrical Training (GSET) Employer/Training Agent, I will be required to participate in the Greater Spokane Electrical Training Apprenticeship and attend Related Supplemental Instruction (RSI) as outlined in the GSET Apprenticeship Standards. Failure to participate in the apprenticeship per the GSET Standards is a reason for immediate dismissal. As an apprentice, I agree to register for RSI during the open enrollment period of July 1st- September 1st. I also understand and agree to attend RSI and perform per GSET Apprenticeship Standards.

DATE

SIGNATURE



APPRENTICE REGISTRATION FORM

Apprentice Name: _____
Email address (required): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Cell Phone #: _____ Alternative Phone #: _____
Gender: M F Date of Birth: _____ SSI#: _____
Apprentice # (Washington): _____ (Idaho): _____
High School Diploma: Yes No GED: Yes No
Identify race and ethnicity: _____
Disabled: Yes No Veteran: Yes No

Employer/Training Agent: _____
Employer Email: _____
Employer Address: _____
Employer Contact: _____ Employer Phone#: _____

Apprentice Authorization for Registration and Release of Information

- I authorize the person below to register me for classes and to make schedule changes.
- I authorize the person below to be informed of my attendance, grades, & apprenticeship.

Apprentice signature: _____ Date: _____
Authorized person: _____ Email: _____
Employer's signature: _____ Date: _____

Electrical class: RSI enrollment is open July 1st- September 1st.

Year: _____ Section: _____ Instructor: _____
Payment in full is required to complete registration into apprenticeship and RSI.