



## **Appendix D**

### **QUALIFICATIONS AND SELECTION PROCEDURES**

**ADOPTED BY**



**DEVELOPED IN COOPERATION WITH THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

**APPROVED BY:** \_\_\_\_\_

**State Director, Region 1**

**DATE APPROVED:** September 9, 2019

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.



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## **SECTION I - MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Apprentices must not be less than 18 year of age. Proof of age is required.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

Applicants must submit a DD-214 to verify military training and/or experience if they are a 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.

D. Drug screening

Apprentices will be required to take and pass a drug screening on acceptance into the program and prior to employment.

E. Background Check

Pursuant to federal guidance all employees of public water systems must pass a background check. Applicants will be required to pass a qualifying background investigation upon selection into the apprenticeship program and prior to employment.

F. Driver's License

Apprentices must possess a valid state issued vehicle operator license and be insurable at normal commercial rates on acceptance into the program and prior to employment.

## **SECTION II - APPLICATION PROCEDURES**

1. Application process at the New Jersey Water Association (NJWA) office:

- a. Applicants will be accepted throughout the year. All persons requesting an apprenticeship application at the NJWA office, by mail or via the NJWA website [www.njwater.org](http://www.njwater.org) will be provided a NJWA Application Request Form/ EEO Voluntary Information Form (which will be logged on the program's application log). Upon completion of the form and submittal to NJWA, the applicant will be given an apprenticeship application in person, by mail or provided electronically.



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- b. All applications will be identical in form and requirements. All apprenticeship application forms must be dated and numbered to ensure adequate records can be maintained in accordance with 29 CFR 30. Columns will be provided on the NJWA applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
  - c. Before completing the application, each applicant will be given an opportunity to review the NJWA Standards of Apprenticeship and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Program Sponsor.
  - d. Receipt of the properly completed application form, along with required supporting documents (proof of age or driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED equivalency or other high school equivalency credential or other acceptable documentation) will constitute the completed application.
  - e. Applications deficient in one or more qualifications or requirements or making false statements of their application will be notified in writing of their disqualification. No other processing of the application will be taken.
  - f. Applicants providing completed applications (meeting all minimum requirements) will be notified where and when to appear for a NJWA Apprenticeship Program interview.
2. Application process at participating employer locations:
- a. Applicants requesting an apprenticeship application at employer locations will be provided with a NJWA Application Request Form/EEO Voluntary Information Form. Upon completion of the form by the applicant, the employer will return the completed form to the NJWA office and the information provided therein will be logged on the NJWA applicant log.
  - b. The NJWA office will confirm receipt of the applicant request form and either issue an application to the applicant or authorize the employer to issue an apprenticeship application to the applicant.
  - c. The applicant will be given all necessary information on how to provide supporting documentation (proof of age or driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED equivalency or other high school equivalency credential or other acceptable documentation) to complete the application to the NJWA office.
  - d. Receipt of the properly *completed* application form, along with required supporting documents will constitute the completed application.
  - e. Applications deficient in one or more qualifications or requirements or making false statements of their application will be notified in writing of their disqualification from NJWA. No other processing of the application will be taken.



- f. Applicants providing completed applications will be notified where and when to appear for an apprenticeship program interview with NJWA.

## **SECTION III - SELECTION PROCEDURES**

- A. NJWA will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time and method of interview. Interviews may be performed in person or virtually.
- B. The interviewer(s) will rate each applicant during the interview taking into account the information on the application and required documents, and the answers to the interview questions. The interviewer(s) will record the questions asked and the general nature of the applicant's answers. The interviewer(s) will then prepare a written summary of his/her judgement of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be used to determine the applicant's final rating. (Note: if more than one interviewer is used, the scores will be totaled and averaged to determine the final rating).
- D. Applicants will be placed on a "Ranking List/Pool of Eligible List" according to their final rating, with the applicant having the highest score placed at the top of the list, and all applicants then listed in descending order based on their final score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant on the list will be given the opportunity to procure employment with a participating employer first.
- F. In order of rank, applicants will be furnished a list of all the employers who have acceptance agreements with the NJWA along with a letter of introduction indicating they have met the minimum qualifications for entry into the NJWA program along with employer intent-to-hire letter.
- G. Eligible applicants provided with a signed letter of eligibility will be given 90 calendar days to secure employment with one of the participating employers.
- H. If at the end of 90 calendar days the NJWA has not been notified of employment with a participating employer, one attempt will be made to contact the applicant by telephone to verify continued interest. If applicant cannot be reached by telephone, one certified letter will be sent to the applicant notifying him/her that the 90-day allotted search for employment has expired. The letter will state that if the applicant is still interested in pursuing apprenticeship, they must contact the NJWA office. If the applicant does not respond within 30 calendar days, he/she will be removed from the list of eligible applicants. They may reapply at any future date.



- I. Alternatively, any employer with a current employer acceptance agreement may request to view the list of eligible candidates. If after reviewing the list a potential employer decides to interview a qualified applicant, the potential employer is given:
  - a. A copy of the application and interview and evaluation summary
  - b. A list of steps for the potential employer to follow whether the employer decides to hire the applicant or not.
  - c. A follow-up sheet will be returned to the NJWA whether or not the potential employer intends to hire and register the applicant, and, if not, to include the reasons.
- J. The potential employer will contact, set up, and conduct the employment interview according to the employer's company policy.
- K. After the applicant has been interviewed for employment, the potential employer returns the interview follow-up sheet to the NJWA office. If the potential employer decided to hire the applicant, the employer forwards an intent-to-hire letter indicating the intended starting date of employment to the NJWA. The applicant's file is pulled from the pool of eligible applicants, the apprenticeship agreement is completed, the apprentice is notified when related training begins, and the complete file is removed from the pool. If the potential employer has decided not to hire the applicant, the interview follow-up sheet is filed separately from the applicant's file, and the applicant's information remains in the file for other employers to review.
- L. For employment purposes (by employers with a current employer acceptance agreement), an employer may select any candidate in the top three of applicants on the Ranking List/Pool of Eligible Candidates. The top three can only be circumvented if the applicant(s) ranked highest (and descending in order if necessary) agree to the circumvention. The applicant(s) affected by the circumvention of order not selected will remain on the list in the order in which they were originally ranked. (Circumstances in which the process could be circumvented include but would not be limited to geographical necessity i.e. an employer wishes to employ an apprentice, but it is impractical for both employer and applicant based on location, relocation expenses, etc.).
- M. Complete records shall be maintained in accordance with Title 29. Parts CFR 29.5(b)(22) and 30.12.

## **SECTION IV - DIRECT ENTRY**

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:



**Sponsor may select any, all or none of the following direct entry options for use with their program.**

- A.  A youth who has completed a Job Corps training program in any occupation covered in these Standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the Job Corps training received to grant appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
  
- B.  A youth who has completed a YouthBuild training program in any occupation covered in these Standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the YouthBuild training received to grant appropriate credit on the term of apprenticeship. Entry of YouthBuild graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
  
- C.  An Honorably Discharged military veteran who has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***



- D.  A former inmate of the U.S. Department of Justice Bureau of Prisons (BOP) who has participated in or successfully completed a specific BOP apprenticeship program may be given direct entry into the apprenticeship program. Sponsors agreeing to admit such individuals into apprenticeship must do so without regard to present minimum qualifications, eligibility lists, or scores on written apprenticeship entrance tests. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**
- E.  An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory will be evaluated by the sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**
- F.  A senior citizen who has completed a Senior Community Service Employment Program (SCSEP) pre-apprenticeship training program in any health care occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the SCSEP graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the SCSEP training received to grant appropriate credit on the term of apprenticeship. Entry of SCSEP graduates will be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program for the health care industry.)**
- G.  An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**

## **SECTION V - MAINTENANCE OF RECORDS**

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion,





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demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.

If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.



**SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The NJWA hereby officially adopt these selection procedures on this \_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of NRWA Deputy CEO

\_\_\_\_\_  
Date



## **Apprentice Application Forms**

**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

**Apprentice Application Request Form**

I request to be provided with and given an opportunity to complete an apprenticeship application for the  
NJWA  
Apprenticeship Program and voluntarily provide the following information in consideration of this request.

Name: \_\_\_\_\_  
(First, MI, Last name)

Date of Birth: \_\_\_\_\_  
(MM/DD/YYYY)

Address: \_\_\_\_\_  
(Number and Street, or P.O. Box, City, State, Zip)

Contact Phone Numbers:

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Other: \_\_\_\_\_

Email Address: (Optional) \_\_\_\_\_

**Sex:**

\_\_\_\_\_ Male    \_\_\_\_\_ Female

**Race:** (check one or more)

\_\_\_\_\_ American Indian or Alaska Native                      \_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American                                      \_\_\_\_\_ White

\_\_\_\_\_ Native Hawaiian or other Pacific Islander

**Ethnic Group:** (check one)

\_\_\_\_\_ Hispanic or Latino                      \_\_\_\_\_ Non-Hispanic or Latino

\_\_\_\_\_  
(Applicant Signature)

Upon receipt of completed form by any applicant, employer will immediately forward this form to the:

Fax: xxx-xxx-6471 or email to [XXXXX@aol.com](mailto:XXXXX@aol.com)

**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

If you have any questions, please contact this office at (Phone #).

**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

**APPRENTICE APPLICATION #**

Date \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last                      First                      MI

Address: \_\_\_\_\_

Street                      City                      State                      Zip Code

Home Phone # \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Email Address: (optional) \_\_\_\_\_

Have you attended an apprenticeship program?  No  Yes If Yes, number of hours or semesters: \_\_\_\_\_

Name of Program \_\_\_\_\_

Are you a veteran \_\_ Yes \_\_ No

Veterans must furnish a copy of their DD-214 for verification.

**Educational Information**

Type of School	Name and Location	Years Completed	Graduation or GED Date	Trade related course
High School				
College, Technical or Trade School				
Professional School				
Apprenticeship Program				
Other				

Attach a copy of your high school diploma or GED; include a copy of your high school transcript. Attach a copy of any post-secondary institutions, including apprenticeship programs you have attended in the past.

Previous Work Experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any previous experience in the (insert occupation)?  Yes  No

Previous Work Experience:

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(Attach additional pages if necessary to list work experience)

How did you learn about this apprenticeship program?

I hereby state that the information contained in this application, to the best of my knowledge is true and accurate.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

### **Eligibility Letter**

**Office Use Only:**

Completed Application received: \_\_\_\_\_

Verification of Applicant's Age:  State issued driver license  Copy of Birth Certificate

Verification of Education:  Copy of High School Diploma  GED certificate

Date Applicant entered into pool of eligible candidates: \_\_\_\_\_

List of eligible employers furnished to applicant: \_\_\_\_\_

Receipt of Letter of Intent to hire: Date \_\_\_\_\_

Employer: \_\_\_\_\_

Dear Employer:

This "Letter of Eligibility" will introduce \_\_\_\_\_ who has made application for the (Sponsor's Name) Apprenticeship program and has met the minimum qualifications to enter into the program.

If you would like to consider this applicant for employment, please have a company representative complete the information below

Company name \_\_\_\_\_,

Signature \_\_\_\_\_ Date \_\_\_\_\_

and return this form to:

All of our apprentices will be registered with the U.S. Department of Labor, Office of Apprenticeship.

**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

Please Note: upon receipt of a signed copy of this letter, the Program Name inserted here will furnish to the requesting participating employer a copy of the applicant's file along with a follow-up interview form and a blank intent-to-hire form. The participating employer may set up, and conduct an interview according to the employer's company policy.

Sincerely,

Chairman,  
(Sponsor's Name)

**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

**INTENT-TO-HIRE LETTER**

I (We) herewith submit this Statement of Intent-to-Hire for the applicant named below and request that this applicant be referred to us for employment. Our work situation is such that we intend and expect to be able to employ this person on a continuous basis for the duration of their apprenticeship. contingent on satisfactory performance and unless circumstances of the trade beyond our control make it necessary to suspend our training and employment of this applicant.

**NAME OF APPLICANT:** \_\_\_\_\_

**NAME OF EMPLOYER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**REQUESTED START DATE:** \_\_\_\_\_

**Starting Hourly wage:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE AND TITLE OF AUTHORIZED EMPLOYER REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

Employer will sign and return this form within two (2) working days of employment of this applicant to the:

If you have any questions, please contact this office.



**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

**APPRENTICESHIP APPLICANT INTERVIEW/FOLLOW-UP FORM**

Please complete and return within 2 days of the interview date. Mail form to the

**New Jersey Water Association**  
**500 U.S. Highway 9**  
**Lanoka Harbor, NJ 08734**

Applicant's Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Company Name: \_\_\_\_\_

Interviewer: \_\_\_\_\_

The above named applicant was interviewed in accordance with our company policy and it is our intent to:

	hire and register the above named applicant
	hire, but not register the above named applicant
	not hire the above named applicant at this time because:
	no employment openings at this time
	found other employment
	did not show up for the interview
	did not want to work for our company
	other, please explain:

\_\_\_\_\_  
Signature of company representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of company representative