



Austin Electrical Training Alliance  
 4000 Caven Rd.  
 Austin, TX 78744  
 www.austineta.org  
 512-389-3024

Appl. #:

**Applicant Checklist**  
**Applications taken on Wednesdays from 2:00pm - 4:00pm**

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Phase 1 Required Documents:**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | \$35.00 Application Fee  |
| <input type="checkbox"/> | Valid Driver's License   |
| <input type="checkbox"/> | Social Security Card   |
| <input type="checkbox"/> | Birth Certificate  |
| <input type="checkbox"/> | Certified Copy of High School Transcript (Even If You Have College)      |
| <input type="checkbox"/> | Must Have Proof of Passing 1 Year of High School Algebra                 |
| <input type="checkbox"/> | GED If You Did Not Graduate From High School                             |
| <input type="checkbox"/> | Copy of Registered for Selective Service Form (males only) (www.sss.gov) |
| <input type="checkbox"/> | DD-214 if Prior Service  |

**NOTE: Bring this form with you: Driver's License/Paper & Pen/Snack**

**Phase 2 Aptitude Test/Orientation/Drug Screening** Date: \_\_\_\_\_ Time: 7:30AM-3:00PM Rm. # 2

- |                          |                                 |                   |  |
|--------------------------|---------------------------------|-------------------|--|
| <input type="checkbox"/> | <b>Letter of Intent</b>         | <b>(2 Copies)</b> | (Why do you want to be in the Apprenticeship Program)<br>Turn in one set to the office<br>Bring one set to Orientation |
| <input type="checkbox"/> | <b>Resume</b>                   | <b>(2 Copies)</b> |  |
| <input type="checkbox"/> | <b>Letters of Reference (3)</b> | <b>(2 Copies)</b> |  |
| <input type="checkbox"/> | College Transcript/etc.         |                   |  |
| <input type="checkbox"/> | Drug Screen                     |                   |  |

**Phase 3 Interview with JATC Committee** Date: \_\_\_\_\_ Time: 12:45PM Rm. # 2

**Phase 4 Interview Results** Date: \_\_\_\_\_ Time: 7:30AM Rm. # 2

- |                          |                                    |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | Apprentice License (Bring \$20.00) |
| <input type="checkbox"/> | Union Fee (Bring \$34.50)          |
| <input type="checkbox"/> | Picture / Information Sheet        |
| <input type="checkbox"/> | Bring Social Security Card         |

Jim Stricklan  
 Training Director

Revised 4-05-16

"Mission First - Team Always"