



EQUAL EMPLOYMENT OPPORTUNITY



BULLETIN

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CONSTRUCTORS ASSOCIATION OF WESTERN PENNA.

Suggested Routing

- Company Management
- Field Supervision
- EEO Officer/Coordinator

EEO Bulletin # 1-08

January 29, 2008

NOTE: CAWP has provided this notice to 100 minority & female referral sources on behalf of CAWP members. The Association's efforts are intended to reduce the administrative EEO burden on contractors by eliminating step # 1 below while maintaining EEO compliance. To view or print a copy of the letter and/or the list of referral sources, visit www.cawp.org under EEO.

TO: CAWP/H2AP Contractors
FROM: Jason M. Koss, CSP, Director of Industry Relations
RE: 2008 Carpenters Joint Apprenticeship and Training Program Notice

DISTRIBUTION & POSTING REQUIRED

The following Apprenticeship Program is opening its application period:

Program: The Greater Pennsylvania Carpenters Joint Apprenticeship and Training Program
Craft: Heavy Highway and Railroad Carpenter Apprentices
Application Dates: March 3 – March 15, 2008
Details: See attached notice for additional information

In order to comply with Federal EEO regulations, contractors are required to complete these steps:

1. **Send** the attached apprenticeship notice with a cover letter to at least three (3) minority and female referral sources (PA CareerLinks, Urban League, Hispanic Center, etc.) located in the area where your company performs the majority of its work. This must be done **immediately** because Federal EEO regulations require these letters to be sent **no later than** one (1) month prior to the date for acceptance of applications.
2. **Post** the attached apprenticeship notice on company bulletin boards (office and project site).
3. **Conduct** tool box talk or other group meeting at bulletin boards to review apprenticeship opportunities.
4. **Include** a copy of the attached apprenticeship notice in paychecks issued prior to the application period.
5. **Document** steps 1-4 for your EEO files in the event your company undergoes an EEO compliance review.

In accordance with other EEO obligations, if the unions can not fulfill your minority and female employment needs, then calls to minority and female referral sources should be made and documented. The purpose of the calls should be to recruit potential employees and to direct applicants into the union apprenticeship programs.

This EEO Bulletin may be downloaded at www.cawp.org under **EEO**. If you have any questions, or need a list of minority or female referral sources, please call the Association office at (412) 343-8000.

Attachment

January 29, 2008

Heavy Highway and Railroad Carpenters
Joint Apprenticeship
And Training program

The Greater Pennsylvania Heavy Highway and Railroad Carpenters Joint Apprenticeship and Training Program will be accepting applications for Carpenter Apprentices in their 2008 Apprenticeship Program. In Addition to the standard application dates, applications will be available for a two-week period beginning March 03, 2008 through March 15, 2008.

The selection process will be done by using job related aptitude testing and interviewing of select applicants. Final selection will be made according to the needs with in the five (5) Districts of Greater Pennsylvania covered by this Apprenticeship Program, and will be made prior to April 25, 2008.

District No. 1 Allegheny County

District No. 2 Bedford, Cambria, Fayette, Greene, Indiana, Somerset, Washington, Westmoreland

District No. 3 Blair, Centre, Clearfield, Clinton, Franklin, Fulton, Huntingdon, Mifflin

District No. 4 Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Lawrence, Mercer, Venango

District No. 5 Cameron, Elk, Forest, Jefferson, McKean, Potter, Warren

Minimum Requirements

- Applicants must be not less than 17 years of age
- In order to meet minimum safety standards the following is required, but not limited to:
- Must be physically capable of performing the work of the Heavy Highway and Railroad Carpenter
- Before indenture into the Apprenticeship Program a certified drug test will be required at the program's expense
- A doctor's certificate of examination and human performance evaluation will be required at the program's expense
- The Applicant must be a citizen of the United States or a Legal Alien
- The Applicant must submit a non-refundable deposit of \$25 (money order or check only, with the application).
- The Applicant must have a high school diploma or GED, and furnish a transcript of high school courses and grades (Before indenture into the Program)
- The Applicant must have a valid driver's license (*present when the application is picked up*) and have dependable transportation. They must be willing to travel from one job to another, regardless of the distance involved with the 33 county area.
- Applications and information packets **can be completed** between the hours of 9:00 AM through 11:30 AM at the following locations of the dates noted.

Holiday Inn of Clarion Pennsylvania, Rts, 80 & 68 – March 3, 2008
Telephone Number (814) 226-8850

Holiday Inn of Johnstown, PA – Downtown – March 10, 2008
250 Market Street, Johnstown, PA
Telephone Number (814) 535-7777

Carpenters Training Center, 222 Second Street, Neville Island, PA
March 4,5,6,7,8,11,12,13,14 and 15, 2008
Telephone Number (412) 262-1830, Ext. 6.

Applicants must have a valid driver's license, and a non-refundable processing fee of \$25, (money order or check should be made payable to the Carpenters' Joint Apprenticeship Committee), at the time of application.

Applications that are requested by telephone or mail will not be considered.

This is a training opportunity and the Joint Apprenticeship committee and its Trustees do not, and cannot guarantee employment. Employment, when available, will be through Carpenters Local 2274's referral system as provided for in the Collective Bargaining Agreement.

The Heavy Highway and Railroad Carpenters Joint Apprenticeship and Training Program operates on a nondiscriminatory basis as outlined under Executive Order No. 11246, as amended and Chapter 30, Title 29 and under the Program's Affirmative Action Program. Female and minority applicants are urged to apply.

We would greatly appreciate your making this information known to all prospective applicants.

Yours truly,

Carpenters' Joint Apprenticeship
and Training Committee

RWG/slm

HH Application Information