



EQUAL EMPLOYMENT OPPORTUNITY

BULLETIN

CONSTRUCTORS ASSOCIATION OF WESTERN PENNA.



1201 Banksville Road
Pittsburgh, Pa. 15216
Phone: (412) 343-8000

Suggested Routing

- Company Management
- Field Supervision
- EEO Officer/Coordinator

EEO Bulletin # 2-08

March 3, 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 Cement Masons and Laborers Apprenticeship Notices

DISTRIBUTION & POSTING REQUIRED

The following Apprenticeship Programs are opening their application periods:

Program: The Cement Masons 2008 Pre-Apprentice Selection Program
Craft: Cement Masons Pre-Apprentice Program
Application Dates: April 21 – May 2, 2008
Details: See attached notice for additional information

Program: The Laborers Joint Apprenticeship and Training Program
Craft: Building and Heavy / Highway Apprenticeship Program
Application Dates: Applications are accepted on a continuous basis
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.

Attachments



Apprentice and Journeyman Education and Training Fund

of CEMENT MASONS UNION LOCAL 526

A.J. FURLAN BUILDING • 2606 CALIFORNIA AVENUE • PITTSBURGH, PA 15212

PHONE: (412) 761-6310 – FAX: (412) 761-8211

CEMENT MASONS PRE-APPRENTICE PROGRAM OPPORTUNITIES

THE CEMENT MASONS JOINT APPRENTICESHIP COMMITTEE OF WESTERN PENNSYLVANIA IS ANNOUNCING THE 2008 PRE-APPRENTICE SELECTION PROGRAM.

APPLICATIONS MAY BE OBTAINED ON THE FOLLOWING:

DATE: MONDAY, APRIL 21, 2008 THROUGH FRIDAY, APRIL 25, 2008
AND
MONDAY, APRIL 28, 2008 THROUGH FRIDAY, MAY 2, 2008

TIME: 8:30 A.M. TO 11:00 A.M. DAILY

PLACE: A. J. FURLAN BUILDING
2606 CALIFORNIA AVENUE, NORTH SIDE
PITTSBURGH, PENNSYLVANIA 15212

REQUIREMENTS:

1. DUE TO THE NATURE OF THE CEMENT MASONS' TRADE AND THE VAST AREA THAT IS COVERED BY CEMENT MASONS' UNION, LOCAL NO. 526, AN APPLICANT MUST SHOW A VALID PENNSYLVANIA DRIVER'S LICENSE, AND OWNER'S CARD PROVING THAT HE/SHE OWNS AND OPERATES AN AUTOMOBILE. THEY MUST BE WILLING TO TRAVEL FROM ONE JOB TO ANOTHER REGARDLESS OF THE DISTANCE INVOLVED. APPLICANT MUST ALSO SHOW HIS/HER SOCIAL SECURITY CARD.
2. APPLICANTS ARE REQUIRED TO APPEAR IN PERSON TO REGISTER AND OBTAIN AN APPLICATION. (ONE APPLICATION PER PERSON). APPLICANTS ARE REQUIRED TO RETURN THE COMPLETED APPLICATION ALONG WITH THEIR HIGH SCHOOL TRANSCRIPT OR G.E.D. CERTIFICATE AND SOCIAL SECURITY CARD, PRIOR TO FRIDAY, MAY 16, 2008.

APPLICATIONS RETURNED AFTER MAY 16, 2008 WILL NOT BE CONSIDERED.
3. MUST BE OF LEGAL WORKING AGE.
4. MUST BE A HIGH SCHOOL GRADUATE OR HAVE AN EQUIVALENT G.E.D. (ALL APPLICANTS MUST SUBMIT A TRANSCRIPT OF THEIR SCHOOL GRADES.)
5. APPLICANTS MUST BE PHYSICALLY FIT FOR THE TRADE. A DOCTOR'S PHYSICAL WILL BE REQUIRED BEFORE FINAL ACCEPTANCE INTO THE APPRENTICESHIP PROGRAM AT THE PROGRAM'S EXPENSE. THE WORK OF A CEMENT MASON IS VERY DEMANDING PHYSICALLY. THE TRADE REQUIRES VERY HEAVY LIFTING AND PULLING. CEMENT MASONS MUST BE ABLE TO BEND, CLIMB, KNEEL AND HOLD POSITION FOR LONG PERIODS OF TIME.



6. A CERTIFIED DRUG TEST WILL BE REQUIRED BEFORE FINAL ACCEPTANCE INTO THE PROGRAM. THE DRUG TESTING WILL BE AT THE PROGRAM'S EXPENSE.
7. ALL APPLICANTS MAY BE REQUIRED TO TAKE AN APTITUDE TEST.
8. QUALIFIED APPLICANTS WILL BE SELECTED BY THE CEMENT MASONS JOINT APPRENTICESHIP COMMITTEE THROUGH JOB RELATED QUESTIONING, INTERVIEWING AND FINAL EVALUATION.
9. A \$10.00 NON REFUNDABLE FEE (CASH OR MONEY ORDER ONLY) WILL BE REQUIRED OF THE APPLICANT. NO PERSONAL CHECKS WILL BE ACCEPTED.

SELECTION OF APPRENTICES UNDER THIS PROGRAM WILL BE MADE ON THE BASIS OF QUALIFICATIONS ALONE WITHOUT REGARD TO RACE, CREED, COLOR, AND SEX OR NATIONAL ORIGIN. THIS PROGRAM IS OPEN TO ALL QUALIFIED APPLICANTS RESIDING WITHIN THE THIRTY-THREE (33) COUNTY AREA OF WESTERN PENNSYLVANIA WITHIN THE JURISDICTION OF CEMENT MASONS' UNION, LOCAL NO. 526.

THOSE SELECTED WILL BE ENROLLED IN A NON-PAYING PRE-APPRENTICE PROGRAM. THOSE QUALIFYING THROUGH THE PRE-APPRENTICESHIP PROGRAM (WHEN OPPORTUNITIES BECOME AVAILABLE) WILL BE ACCEPTED INTO THE THREE-YEAR REGISTERED APPRENTICESHIP PROGRAM OF CEMENT MASONS' UNION, LOCAL NO. 526. THE APPRENTICESHIP PROGRAM REQUIRES ON-THE-JOB TRAINING AND MANDATORY NON-PAYING RELATED EVENING CLASSROOM INSTRUCTION.

THIS IS A TRAINING OPPORTUNITY AND THE CEMENT MASONS JOINT APPRENTICESHIP COMMITTEE OR ITS TRUSTEES DO NOT AND CANNOT GUARANTEE FULL TIME EMPLOYMENT.

ALL APPLICANTS MUST BE AVAILABLE FOR THE PRE-APPRENTICE PROGRAM NO LATER THAN JUNE 9, 2008. ALL OTHERS SHOULD APPLY FOR THE 2009 PROGRAM.

WESTERN PENNSYLVANIA CONSTRUCTION OCCUPATION LABORERS JOINT APPRENTICESHIP AND TRAINING PROGRAM

The Western Pennsylvania Laborers' Joint Apprenticeship and Training Program is accepting applications for apprenticeship in its Building and Heavy / Highway Program for the year 2008. Applications are accepted on a continuous basis. Applicants will be notified as to when selection testing begins. Applications must be returned to the Western Pennsylvania Laborers' Education and Training Fund, 317 Deer Creek Road, Saxonburg, PA 16056.

APPLICANTS WILL BE SELECTED BY AN INDEPENDENT PERSONNEL SELECTION ORGANIZATION USING JOB RELATED SELECTION TESTING AND INTERVIEW. Final selection will be made according to the needs within the 33 counties of Western Pennsylvania covered by the Training Program.

Counties covered by the Training Program are as follows:

| | | |
|------------|------------|--------------|
| Allegheny | Clinton | Jefferson |
| Armstrong | Crawford | Lawrence |
| Beaver | Elk | McKean |
| Bedford | Erie | Mercer |
| Blair | Fayette | Mifflin |
| Butler | Forest | Potter |
| Cambria | Franklin | Somerset |
| Cameron | Fulton | Venango |
| Centre | Greene | Warren |
| Clarion | Huntingdon | Washington |
| Clearfield | Indiana | Westmoreland |

MINIMUM REQUIREMENTS:

1. Applicant must be at least 18 years of age at time of indenturement.
2. Prior to final acceptance, a doctor's certificate of examination may be required.
3. A certified drug test will be required before indenturement into the Program, at the Program's expense.
4. Applicant must be a citizen of the United States (or legal alien), and be a resident of one of the thirty-three counties in Western Pennsylvania under the jurisdiction of Laborers' District Council of Western Pennsylvania for a period of at least six months.
5. Applicant must submit a non-refundable processing fee with the application (money order or certified check in the amount of \$25.00). **NO PERSONAL CHECKS, PLEASE.**
6. Applicant must have a high school diploma or G.E.D.
7. Applicant must have a valid Pennsylvania driver's license and dependable transportation.

Applications may be picked up in person at Western Pennsylvania CareerLink Offices, all laborers' local union offices, and the Western Pennsylvania Laborers' Education and Training Center in Saxonburg, Pa., or downloaded from our Website: www.laborpa.org. Informational packets can be requested by calling 800-442-8868.

THIS IS A TRAINING OPPORTUNITY; THE WESTERN PENNSYLVANIA LABORERS' JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS TRUSTEES DO NOT AND CANNOT GUARANTEE FULL TIME EMPLOYMENT. Employment, when available, will be through the Laborers' District Council of Western Pennsylvania Office as provided for in the Collective Bargaining Agreements.

The Western Pennsylvania Laborers' Joint Apprenticeship and Training Program operates on a non-discriminatory basis as outlined under the Equal Employment Law – Executive Order No.11246, Chapter 30, Title 29, and the American's With Disabilities Act, Public Law 101-336, and under the Program's Affirmative Action Plan. Female and minority applicants are urged to apply.

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