



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 # 4-08

October 13, 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: **2009 Laborers Apprenticeship Notice**

DISTRIBUTION & POSTING REQUIRED

The following Apprenticeship Program is accepting applications:

Program: The Laborers Joint Apprenticeship and Training Program
Craft: Laborers
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.

Attachment

THE 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 2009. 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 Pa 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 1-800-442-8868.

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.