



New Mexico Chapter

ASSOCIATED BUILDERS AND CONTRACTORS, INC.
2821 Broadway Blvd. NE, Albuquerque, NM 87107
Phone: 505-830-4222 Fax: 505-830-1422

Apprenticeship Program Application Process:

The minimum application qualifications are:

- Must be 18 years or older
- Possess a high school diploma; GED or other high school equivalency
- Good eye-hand coordination
- A desire to learn a trade as a career
- Be able to pass a drug screening and background check (these are employer requirements; ABC does not perform drug or background checks)

Documents Required:

- Completed ABC Apprenticeship Training Application
- Copies of 2 forms of identification
(Typically, a driver's license/social security card/birth certificate/passport)
- A copy of a high school diploma or GED certificate
- 3 Letters of Reference from non-family members stating why the applicant is a good candidate for the program (Dated within 6 months of application date)
- Scheduled date and time with ABC to take the NCCER Construction Math Test
(Test must be done in-person at our Training Facility)
Please contact Shauna Frank to get on the schedule.

Application Packets can be submitted:

By mail or hand-delivery to:
2821 Broadway Blvd NE
Albuquerque, NM 87107

Emailed to: sfrank@abcnm.org

Please reach out to us regarding any questions you may have.

Shauna Frank
Director of Apprenticeship
Phone # 505-830-4222 Ext 100



Written Application for Apprenticeship Training

- Carpentry
 Craft Laborer
 Electrical
 H.V.A.C-R
 Plumbing
 Sheet Metal
 Telecommunications Technician

Name: _____
First Middle Last

Phone: _____
Home / Mobile/cell Email

Mailing Address: _____
Street/Post Office Box State of official residency
City/State Zip Code

Date of Birth: ____/____/____ (Current Age ____) **Social Security Number** ____ - ____ - ____

Gender: Male Female

Ethnic Group: African American Asian Caucasian Hispanic Native American
 (voluntary)

Are you a Veteran? Yes No **If yes, are you interested in information about VA training benefits that may be available to you as an ABC Apprentice?** Yes No

Education

School Name, City, State (courses studied)	Years attended	Highest grade completed	Graduated?
Grammar/Middle School			<input type="checkbox"/> Yes <input type="checkbox"/> No
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No
College/Trade/Business School(s)			<input type="checkbox"/> Yes <input type="checkbox"/> No

If you did not graduate from high school, have you received your GED? Yes No

Work Experience (identify current or most recent employer first)

Employer, City, State	Dates	Wages	Position and Reason for Leaving

Do you have reliable transportation for on-the-job training assignments and school? Yes No

Have you been convicted of a felony? Yes No

If you cannot pass a background check your employment opportunities will be limited.

Can you perform the physical requirements of an ABC Apprentice in your chosen trade within reasonable accommodation? Yes No

2821 Broadway Blvd. NE, Albuquerque, NM 87107 Ph: 505.830.4222 Fax: 505.830.1422

***Falsification of the application will result in termination from the program**

Why are you applying to become an ABC Apprentice? _____

How did you learn about ABC's Apprenticeship Programs?

- Employer Friend/Family Member Newspaper/other advertisement Job Fair Department of Labor Yellow Pages

Your written application is not complete (and will not be accepted) unless it is accompanied by

- Proof of age (you must be at least 18) Driver's license Birth certificate Other _____
 Evidence of last grade completed Diploma GED Certificate School Transcript
 Three letters of reference (from non-family members) _____ _____ _____
 (Note: Your letters of reference may also be used as evidence of work experience, see below.)
 Schedule to take the NCCER Introduction to Construction Math Aptitude Test with ABC
 Evidence that you are a bona fide resident of the U.S. and eligible to accept employment in the U.S.

Documents Establishing Legal Residency and Employment Eligibility	OR	Documents Establishing Legal Residency and Employment Eligibility		
		Legal Residency	AND Employment Eligibility	
<input type="checkbox"/> U.S. Passport <input type="checkbox"/> Certificate of U.S. Citizenship <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> Unexpired Foreign Passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization <input type="checkbox"/> Alien Registration Receipt Card (with photo) <input type="checkbox"/> Unexpired Temporary Resident Card <input type="checkbox"/> Unexpired Employment Authorization Card <input type="checkbox"/> Unexpired Reentry Permit <input type="checkbox"/> Unexpired Refugee Travel Document <input type="checkbox"/> Unexpired Employment Authorization <input type="checkbox"/> Document issued by the INS (with photo)	OR	<input type="checkbox"/> Driver's license or other ID issued by U.S. state or possession <input type="checkbox"/> ID issued by federal, state or local agency <input type="checkbox"/> School ID (with photo) <input type="checkbox"/> Voter's registration card <input type="checkbox"/> U.S. Military card/draft record <input type="checkbox"/> Military dependent's ID card <input type="checkbox"/> U.S. Coast Card Merchant Mariner Card <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Driver's license issued by a Canadian government authority	AND	<input type="checkbox"/> U.S. Social Security card <input type="checkbox"/> Certification of birth abroad issued by U.S. State Department <input type="checkbox"/> Original or certified copy of birth certificate issued by government entity in the U.S. or a U.S. possession <input type="checkbox"/> Native American tribal document <input type="checkbox"/> U.S. Citizen ID <input type="checkbox"/> ID for use of Resident Citizen of the U.S. <input type="checkbox"/> Unexpired employment authorization document issued by the INS

Supplementary information

1. Do you wish to receive credit for your military service? Yes No (If yes, attach copy of discharge papers.)
2. Do you wish to receive credit for training received in the military? Yes No (If yes, attach evidence of training.)
3. Do you wish to receive credit for technical, vocational or other post-secondary education you have received? Yes No (If yes, attach copy of transcript.)
4. Do you wish to receive credit for work experience you have? Yes No (If yes, attach letter from employer showing dates of employment.)
5. Do you wish to receive credit for work experience you have in the construction trades? Yes No (If yes, attach letter from employer showing dates of employment and type of work performed.)

I am applying to become an ABC Apprentice. I attest that the information in this application is true and complete, and that I am physically capable of meeting the requirements of an Apprentice. I understand my application is not complete until all required documents have been received by ABC and I have successfully completed an interview with the ABC Apprenticeship Committee. I also understand that as an ABC Apprentice,

- I will be expected to attend classes two nights a week (August/September through May),
- I will be assigned to one or more employers for on-the-job training and will be required to meet their employment requirements, including assignments out of town,

I also understand that if I fail to meet the training requirements of the Apprenticeship Program and/or of the employer(s) to which I will be assigned for on-the-job training I will be subjected to disciplinary proceedings, up to and including dismissal from the Program and from any employment associated with on-the-job training I will be receiving.

I understand that any false statements in this application will result in my immediate termination from the Program.

Applicant's Signature _____ **Date** _____

For ABC use: Complete written application received on _____ by _____