



New Mexico Roofing Contractors Association

APPLICATION FORM FOR ROOFER APPRENTICESHIP

Application must be completed in full or it will not be considered

PERSONAL INFORMATION:

Last Name		First Name		Middle Name	
Application Number (NMRCA to Complete)		Birthday: Month		Date	Year
Street Address			Phone Number		
City		State		Zip Code	
Gender		Race:		Ethnicity	

Employment Related Documentation, Skills and Requirements:

Have you ever applied to or been associated with NMRCA? _____

Are you legally eligible for employment in the United States of America? _____

Do you have an email address? _____

What is your email address? _____

Do you have a Valid Drivers License? _____

From what state? _____ DL. Number _____ Expiration Date _____

Have you ever Served in the United States Armed Forces? _____

Education:

	NAME	LOCATION	GRADUATE?	YEAR
High School:				
College:				
Vocational/Trade:				

Signature: _____

Date: _____



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Application Process, EEO in Appr, and Complaint Procedure

1. An interested applicant should request an application via phone (505-241-9904), email (Mike@NMRCRA.com) or download at NMRCRA.com. Complete applications shall be emailed back to Mike@NMRCRA.com.
2. Upon return of completed applications, the applicant's information is added to the application log. An application is complete upon receipt of documentation to verify that minimum acceptance requirements are met; including two I-9 acceptable forms of I.D. (Driver's license and Social Security card are the most common) Proof of High School Graduation, or GED Equivalence, or acceptance at the discretion of the apprenticeship committee. Additionally, applicants must have a valid driver's license. Applications are accepted continually throughout the year.
3. Applicants who submit a completed application form will be scheduled for evaluation, and will be notified in writing of their acceptance into the program, they will progress to further development within the Catholic Charities educational system. They will be offered preparation classes or will begin apprenticeship classes based on the evaluation results. Those who fail to complete the application process will be notified in writing of the disposition of their application.
4. Applicants who are not referred to NMRCRA during continued employment by a participating employer, will be provided the contact information of NMRCRA member employers to whom they can apply, providing their acceptance letter as confirmation of eligibility for the NMRCRA Roofer apprenticeship program. Upon being hired as an apprentice, the hiring employer shall notify the NMRCRA Apprenticeship director via email at mike@NMRCRA.com, with an intent to hire letter stating the employer has signed a participation agreement with the NMRCRA Apprenticeship program and that they are hiring the apprentice and placing them in the apprenticeship program.
5. Applicants who receive a letter of acceptance into the program after meeting the above criteria will be placed into a pool of qualified applicants. Upon request, this pool of applicants will be made available to all employers with a current employer acceptance agreement seeking to employ a new apprentice. Applicants will remain on the list in accordance with 11.2.2.1 NMAC
6. **Equal Employment Opportunity in Employment:**
The recruitment, selection, employment and training of Apprentices during their Apprenticeship shall be without discrimination based upon race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship Program as required under Title 29, Part 30 of the Code of Federal Regulations, as amended, and 11.2.2 NMAC Equal Employment Opportunity in Apprenticeship State Plan as amended.
7. **Complaint procedure:**
Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship; or that the equal opportunity standards with respect to their selection have not been followed, may personally or through an authorized representative, file a complaint with the State Apprenticeship Agency, attention New Mexico Department of Workforce Solutions, State Apprenticeship Director, 401 Broadway Blvd. N.E., Albuquerque, NM 87102 or, at the apprentice applicants election, with the program sponsor. Attention: New Mexico Roofing Contractors Association, Apprenticeship Director, P.O. Box 10399 Albuquerque, NM 87184