

**EMPLOYER APPLICATION FORM FOR
GROUP-SPONSORED PROGRAMS**

Group Sponsor**Occupation(s)**

Group-sponsored apprenticeship programs allow apprentices from multiple employers to participate, relieving them of the administrative burdens of designing and managing an apprenticeship program themselves. The *Employer Application Form* provides group sponsors with additional details about companies wishing to join their programs.

Employers applying to join the group-sponsored apprenticeship program listed above should complete and return this application to:

EMPLOYER INFORMATION**Company Name****Company Address****Contact Name****Contact Phone****Contact Email**

Are your employees members of a union in the occupation being apprenticed?

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1. Provide an overview of your business, including your current workforce size and the needs that this apprenticeship program will help address. What is your current method for training your workforce?



2. Describe your organization's history with apprenticeship, and any results/successes to date. Does your organization sponsor other programs or belong to any other (group) registered apprenticeship program? If so, what are they?

APPRENTICESHIP PROGRAM MANAGEMENT

3. Who is the person who will be coordinating your apprenticeship program with your group sponsor?

4. Apprenticeship & Training Committees (ATCs) bring together and align a company's key internal stakeholders to provide coordination and oversight to the program, helping to ensure that apprentices succeed. Will you be creating an ATC to help oversee your company's participation in the group sponsorship, and if so who will serve on the Committee (name and position)? Will a representative from your company participate in the group sponsor's ATC (*if applicable*)?

5. Provide an overview of your workforce. Describe the experience of your skilled workers, and their level of experience mentoring their co-workers?

6. Apprenticeship programs work best when apprentices have adequate mentorship from experienced workers. How many journeyworkers/mentors will be helping to oversee the on-the-job training for each apprentice? Who will be in charge of verifying the competencies that the apprentice is learning?

COMPETENCIES

7. Does your organization require additional competencies in the work processes above what is listed in the group apprenticeship standard? If so, what are they?

8. Does your organization require additional related technical instruction (RTI) above what is listed in the group apprenticeship standard? If so, what additional classroom training is required?

FINANCIAL

9. How is this program funded and what is the long-term plan for sustainability? Do you currently receive funding for workforce training, and if so from where?

10. Are there any costs that the apprentice will be responsible for?

RECRUITMENT

11. What methods of apprentice recruitment do you intend to deploy?

12. How do you select your apprentices?

SAFETY

13. Safety considerations in training are vital in any registered apprenticeship program. Discuss your program's focus on safety. For example, what safety procedures are put in place as part of the OJT/RTI, and what certifications are required?