



APPRENTICE REQUEST FORM

Please notify the ABC SoCal Workforce Administration Department **WITHIN 24 HOURS** of hiring the newly dispatched Apprentice to ensure timely processing of the Apprentice paperwork.

To avoid a delay in the dispatching procedures please ensure that this Apprentice Request Form is COMPLETELY FILLED OUT prior to submission. No TBD will be accepted.

REQUESTING FROM/TRADE NEEDED:

ELECTRICAL LOW VOLTAGE
PLUMBING SHEET METAL

COMPANY NAME: _____

DATE REQUEST SUBMITTED: _____ REQUESTED START DATE: _____
(A minimum of 72 business hours must be given per Regulation 230.1)

APPRENTICES NEEDED: _____ JOURNEYPERSON(S) ON PROJECT: _____

CONTACT PERSON: _____ CONTACT PERSON PHONE NO.: _____

PROJECT NAME: _____ PROJECT FUNDED AS: PREV FED PRIVATE
(i.e. XYZ Elementary School; South Bay Fire Station; Irvine Costco; Chino State Prison; etc.)

NAME OF GENERAL CONTRACTOR (GC): _____

GC CONTACT PERSON: _____ GC PHONE NO.: _____

PROJECT LOCATION (City): _____ PROJECT BID DATE: _____

LENGTH OF ASSIGNMENT: _____ SHIFT START TIME: _____

APPRENTICE START DATE: _____ EST. PROJECT COMPLETION DATE: _____

***LIST ANY COMPANY/PROJECT REQUIREMENTS THE APPRENTICE NEEDS TO BE MADE AWARE OF AT THE TIME OF DISPATCH: (I.E. Background check; DMV Printout; Drive time per diem; Hotel Stay, Accommodations; etc.):**

CONTRACTORS MAY NOT SOLICIT OR REQUEST AN APPRENTICE by: class/skill level; OJT hours; residence; name; gender; ethnicity; etc. The ABC SoCal Workforce Administration Department must adhere to strict dispatching policies and procedures and may not deviate from the guidelines.

ABC USE ONLY	DATE FILLED OR PULLED AND BY WHOM: _____		
APPRENTICE DISPATCHED: _____	DATE: _____	LEVEL: _____	HRS: _____
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The ABC SoCal Education Department will do our best to expedite your request based upon Apprentice availability in the project location. Please visit the website at www.abcsoocal.org for additional Apprentice information and current industry regulations.

****Apprentice Request Forms** can be submitted by email to ABC SoCal Workforce Administration Department: Please email America Duque- dispatcher@abcsoocal.net or 714-779-3187.

When Requesting apprentices: A minimum of 72 business hours must be given per Regulation 230.1.