

We collect the personal information on this form under the following laws: *The Apprenticeship Training Act*, the *Apprenticeship Training and Tradesperson's Qualifications Regulation*, and the *Employment Insurance Act (Canada)*. We use this information to find out if you are eligible for an apprenticeship program. We may use the information to help you take part in the apprenticeship program and to help you with funding. We also use the information for statistics and research, and we share these statistics with the Government of Canada. We protect your information under the *Access to Information and Protection of Privacy Act (ATIPP)*.

For a list of the trades designated for apprentice training in Yukon, please contact Apprenticeship and Trade Certification at 867-667-5298 or go to our website at: www.education.gov.yk.ca/trades.com

Apprenticeship fee

- There is a \$10.00 non-refundable fee for an Apprenticeship Application/Agreement that must be submitted with the Application/Agreement. Do not send cash in the mail.
- If paying by cheque or money order, make your cheque or money order payable to the "Territorial Treasurer".

Note: Applications not complete or missing the required fee, transcripts or documents will not be processed.

Checklist

- Employer signature
- Applicant signature
- Payment
- Supporting documents (transcript etc.)

Submit your completed application/agreement, fee, required transcripts, and other documents to the Apprenticeship and Trade Certification Office.

By mail: Apprenticeship and Trade Certification
Department of Education, E-1 APPR
Yukon Government
Box 2703, Whitehorse, Yukon Y1A 2C6

In person: 1000 Lewes Blvd, Whitehorse

By fax: Fax: (867) 667-8555

Questions? Call 867-667-5298 or, toll free, 1-800-661-0408 ext. 5298

1. Trade

In which trade are you applying to be an apprentice? (See our website for a full list of trades: www.education.gov.yk.ca/trades.com)

2. Applicant personal information ** Print clearly in ink **

Social insurance number		Date of birth YYYY / MM / DD	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Legal last name		Former last name (if applicable)		
Legal first name		Preferred first name	Middle name	
Permanent mailing address		City	Prov./terr.	Postal code
Home phone	Cell	Email (print clearly)		

Are you currently attending high school? Yes No

Optional (for statistical purposes only)

First language: English French Other (specify) _____

Are you an aboriginal person, that is, First Nation, Metis, or Inuk (Inuit)? Yes No

If yes: Status Non-Status Inuit Metis

If you are a member a Yukon First Nation, provide the name of your First Nation: _____

3. Applicant education and training information

Name of high school (attending or most recently attended)

City/town of high school	Last year attended	Last grade attended
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For education after high school (fill out table below)

Course or program	University/college/ technical institute	Diploma/certificate/ degree	Date completed

If you have certification or credentials in another related trade, identify trade, certification and jurisdiction:

4. Applicant work experience in this trade

Company information	Dates	Total hours	Type of work
	Start: YYYY/MM/DD End: YYYY/MM/DD		

Important note: A Trade Experience Verification Form (TEVF) must be attached to this application for every employer with over 300 hours work experience.* The TEVF can be found at: www.education.gov.yk.ca/trades_apprentice.html or contact our office.

Additional notes for apprentices

5. To be filled out by employer ** Print clearly in ink **

Legal name of business		Operating name of business	
Mailing address		City	Prov./terr. Postal code
Phone	Alternate phone	Fax	
Name of contact person		Email	

What date did the applicant begin to work in this trade for your business? YYYY/MM/DD

Recommended credit for applicant's trade work to date with your company _____ hours
 Recommended credit for applicant's trade work to date with previous employers _____ hours
 Recommended credit for trade related pre-employment courses _____ hours
Total _____ hours

Do you recommend the applicant challenge a level exam? Yes No – Level: _____

ITC notes (office use only)

Certified journeyperson who will be supervising this apprentice:

Name	Certificate #	Prov./terr. of issue
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Indicate the pay rate for an entry level certified journeyperson your firm uses in this trade: \$ _____ / hour
 (This rate is used to determine the minimum pay rate of the apprentice.)

Indicate the current pay rate for this applicant (used to verify minimum pay rate): \$ _____ / hour

How many apprentices do you presently employ in this trade? _____

How many certified journeypersons do you presently employ in this trade? _____

ITC notes (office use only)

7. Apprenticeship agreement and signatures

When the employer and apprentice sign this document, and it is registered by the director of apprenticeship, the document becomes the Apprenticeship Agreement. The employer and apprentice agree that:

1. The applicant shall be an apprentice under the Apprentice Training and Tradesperson's Qualifications Regulation in the trade identified in Section 1 of the application and the parties to this Apprenticeship Agreement shall comply with the Apprentice Training and Tradesperson's Qualifications Regulation.
2. The schedule of training provided by Yukon Apprenticeship shall outline the in-school and on-the-job training requirements of this Apprenticeship Agreement.
3. Should any party to this agreement at any time be of the opinion that the rates of wages or conditions of work are unreasonable, such party may apply to the director for review. On receipt of such request, the director may make such inquiry and decision as he/she considers appropriate. This agreement shall read and be construed as though rectified in accordance with such decision.
4. This Apprenticeship Agreement comes into effect on the date it is registered by the director of apprenticeship.

Employer

I certify that, to the best of my knowledge, the information provided in this document is true and complete in all respects. As the employer, I agree to accept and train the apprentice in all areas of the trade so far as my facilities and availability of work permit and I agree to provide Yukon Apprenticeship with such information regarding this apprenticeship as may be required for the administration of the program.

 Name (person signing for employer) Position Signature YYYY/MM/DD
 Date

Apprentice

I certify that, to the best of my knowledge, the information provided in this application is true and complete in all respects. I understand that Yukon Apprenticeship may verify my education, training and work experience by contacting my current or previous employers and educational institutions as listed on this application form, and apprenticeship authorities in other jurisdictions where applicable.

My signature below authorizes Yukon Apprenticeship to disclose information respecting my participation in the apprenticeship and/or certification program to apprenticeship authorities in other jurisdictions for the purposes of providing verification of my certification, determining my eligibility for similar programs in other jurisdictions, assisting inter-provincial and -territorial labor mobility, program planning and labor market research.

I, as the apprentice, by my own free will, or with the consent of my parent or guardian, agree to enter into this agreement.

 Name of applicant (print) Signature YYYY/MM/DD
 Date

 Signature of parent or guardian (only if applicant is under the age of 19) YYYY/MM/DD
 Date

Note: Upon approval and registration of this agreement, a schedule of training outlining the particular requirements for each level of the apprenticeship will be forwarded to the employer and apprentice. The particulars of the schedule of training may also be amended during the life of this agreement. This agreement may be transferred to other employers by submitting a request for transfer to Yukon Apprenticeship.

Registered at the office of the director on this _____ day of _____

Apprentice ID no.: _____ Signature of director: _____

