

IAM/Boeing Joint Apprenticeship FAQs

When can I apply?

Application acceptance periods are usually scheduled for the month of April. Applications must be received between the first and last day of the application acceptance month. Applications received or post marked later than the last day will be returned to the sender. An application acceptance period may be scheduled for months other than April as necessary.

How do I get an application?

Applications can only be obtained after successfully completing the initial application steps using the Boeing Careers website <http://www.boeing.com/careers>. Details of the process can be found on the external apprenticeship website at <http://www.iam-boeing-apprenticeship.com>.

Can I get help filling out the application?

Current and eligible former Boeing employees may request help from any QTTP Career Advisor or from apprenticeship committee members. For non-Boeing applicants, apprenticeship committee members can provide guidance. Check the website at <http://www.iam-boeing-apprenticeship.com> for committee member contact information.

Can I apply for more than one trade?

No. Applicants may apply for only one trade. Accepted applications are valid for two years. If you have an application on file and wish to apply for a different trade, you must provide a written request to cancel the first application and then submit a new application. If you send in an application for more than one trade, all of them will be denied. No exceptions!

Can I apply if I have previously started or completed an IAM/Boeing apprenticeship?

No. If you have already been an apprentice at Boeing in Puget Sound, you are not eligible to apply.

What should I include with my application?

You should provide copies of any documentation of applicable education and training and/or work experience; a copy of your high school diploma or GED; a copy of your Boeing training transcript (available from Total Access) if applicable; a copy of your Boeing work history (available from HR upon request) if applicable, copies of any military service or past apprenticeship training, and any other documents that may provide proof of training or work experience. If you cannot supply proof of previous work experience, provide a detailed written explanation for why proof is not obtainable. Resumes are not required, but may be included.

When applying, send in copies - do not submit your original documents. Any documents submitted will not be returned or made available for copying at a later date. Make sure that you retain copies of everything you submit.

Are apprenticeship requirements the same as ERT requirements?

No, there are some differences between the two. Please recognize that Boeing's Employee Request for Transfer (ERT) system and the Apprenticeship Program are two independent entities. The Apprenticeship program does not recognize "green light" course credits based upon prior work experience. All course completions must be documented on a Boeing or non-Boeing transcript. Unofficial transcripts are acceptable.

Where should I send the completed application?

The application will include detailed information for all of the locations where applications will be accepted. The locations are usually the apprenticeship office and Union Halls at Auburn, Renton, Seattle, and Everett.

How will I know that my application was received?

You will receive an email notification when your application is received.

What happens to my application once it is received?

Your application will be placed in a trade specific candidate pool. It will be evaluated by both Union and Boeing Company committee members. It must first meet the minimum vocational training or work experience minimum requirements for your trade. If you have not met the minimum requirements, the application will not be accepted.

If the minimum requirements are met, points will be awarded for any applicable vocational training, including high school, college, and other education. Higher points are awarded for higher grades. Points are also awarded for applicable work experience, military service, previous apprenticeships, and any applicable certificates or licenses.

Applications are ranked by point in each trade. The application with the highest number of points will be placed at the top of the ranked order list; the application with the lowest number of points will be placed at the bottom. There is a separate ranked order list for each trade.

How will I know if my application has met the qualifications?

You will receive an email notice within 90 days following the application acceptance period to let you know if your application met the minimum qualifications and was accepted. If the minimum qualifications are not met you will be told what you lacked in order to successfully reapply next time. If the minimum qualifications are met, you will be told that your application has been accepted and is now in a pool with other qualified candidates for your chosen trade.

Will I be told how my application compares to others in my trade?

No. The apprenticeship committee considers this information proprietary. You will not be told how many points you received or where you stand on the ranked order list.

How many apprentices are usually hired?

There is no predetermined number of apprentices hired. Apprenticeship openings are determined per Boeing shop requirements and are subject to change at any time.

When will I be called for an interview?

Typically, there are more applications received and accepted than there are open apprenticeship positions. When a requirement for a new apprentice occurs, management notifies the apprenticeship office and an interview is scheduled. For instance, if the model shop in Seattle identifies two open model maker apprenticeship positions, the apprenticeship committee will schedule interviews for the top scoring model maker applicants.

What if I am called for an interview but no longer want to be an apprentice?

If you receive an interview notice and are no longer interested in becoming an apprentice, you may decline in writing and the next candidate on the list will be called.

What if I am called for an interview but don't attend?

If you are invited and accept an interview notice, but do not attend, your name will be removed from the pool of eligible candidates. If you still wish to be considered for an apprenticeship, you must reapply during the next application acceptance period.

Does the interview determine if I become an apprentice?

Yes. The interview is the last step in the application and acceptance process. The interview helps the apprenticeship committee determine your motivation, ambition, and willingness to accept direction. Please note: Applicants must demonstrate the ability to perform the essential functions of the job as defined by the IAM CREST Job Analysis provided to applicants scheduled for an interview. Additionally, former Boeing employees and non-Boeing candidates interviewed and accepted by the committee must be eligible for hire or rehire. The apprenticeship committee does not hire Boeing employees; The Boeing Company is the only entity that can hire employees, including apprentices.

What is the interview like?

The apprenticeship committee uses the structured interview model, asking several open-ended questions in order to help you to communicate such factors as your motivation, ambition, and willingness to accept direction. The Boeing document (available upon request) "Preparing for Structured Interviews at Boeing" can help you to prepare. The interview does not focus upon your qualifications; these were demonstrated in your application.

When will I know if I passed the interview?

You will be contacted within a few days following the interview to let you know if you will be offered an apprenticeship.

Can I accept an apprenticeship job offer if I have been in my current Boeing job for less than 12 months?

Yes. An applicant may accept an apprenticeship job offer no matter how long he or she has been in the current job.

How long will my application remain active?

Applications are valid for a two-year period. For example, applications that were submitted and accepted in May 2011 will expire on April 30, 2013. Applications submitted and accepted in April 2012 will expire on March 31, 2014.

How can I update an application currently on file?

Applications can be updated during application acceptance periods - usually during the month of April. If you apply and do not receive an interview notice during the first year, you may update your application the next time the apprenticeship program accepts applications. If you do not receive an interview notice during the two-year period that your application is valid, it will expire and you must reapply.

What if I never get an interview notice?

There is a good chance that this will occur when you first apply. Most apprentices have applied more than once before becoming an apprentice; some have waited several years. You are strongly encouraged to continue to add to your education and work experience in areas that will earn you additional points during the next application acceptance period.