



# IAM/Boeing :: Joint Programs

## Apprenticeship Program - Puget Sound

### Frequently Asked Questions



#### Where can I apply?

You may apply for an apprenticeship only when new apprentice jobs are posted on the Careers at Boeing website at <http://www.boeing.com/careers>. If you do not see apprenticeship jobs available on Careers at Boeing website, check back later or look for updated information at <http://www.iam-iam-boeing-apprenticeship.com/apply.html>

We advertise in advance when we plan to post for new positions.

#### How do I apply?

When apprenticeship jobs are available, you can use the Careers at Boeing Step-by-Step guide [https://tbccdn.talentbrew.com/company/185/v2\\_0/docs/application%20guide/ApplicationGuide\\_CareersAtBoeing.pdf](https://tbccdn.talentbrew.com/company/185/v2_0/docs/application%20guide/ApplicationGuide_CareersAtBoeing.pdf) to help you through the application process.

#### Can I get help with qualifying for an apprenticeship?

All of the requirements for a successful application are found in the Prep Pack available on the <http://www.iam-iam-boeing-apprenticeship.com/apply.html> webpage.

Current and eligible former Boeing employees in the Puget Sound area may request help from any IAM/Boeing Joint Programs Career Advisor in Auburn, Everett, Frederickson, Renton, or Tukwila. Please make an appointment in advance.

#### Does everyone need to take an Assessment or Class?

Yes! All applicants must complete an Assessment or course within the last 5 years at their local Washington State community or technical college. The applicant must have a minimum placement results or course completion as follows: Math Intermediate Algebra, English 90. An Assessment may be completed prior to the time of application, but no later than 14 days following a request for document verification.

Current and eligible employees may request reimbursement for the assessment fee.

#### Can I apply for more than one trade?

Yes! Candidates may apply for as many apprenticeship positions as desired. If more than one job offer is presented the candidate will have only a few days to make a decision on which apprenticeship job offer to accept.

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

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



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#### What is Boeing's Definition of US Person Status?

A person with US Person status would need one of the following documents to be considered a US Person:

- United States Passport or Passport Card – Current
- Certificate of US Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- US Permanent Resident Card (Form I-551 – commonly known as “Green Card”)
- Non-US Passport with unexpired temporary I-551 Stamp
- Certification of Birth Abroad (Form FS-545)
- Certification of Report of Birth Abroad (Form DS-1350)
- Consular Report of Birth Abroad (Form FS-240) issued by US Department of State
- Original or certified copy of US birth certificate

#### What should I include with my on-line application?

You should be prepared to complete an online resume as part of the application process. Be as thorough and as accurate as possible. Be aware that you must be able to prove that you have completed any vocational training noted in your resume. Work experience must be documented in your resume. False claims will not be tolerated!

You will be contacted by a Boeing apprenticeship representative if you are selected to attend an interview. Be prepared at that time to provide your Assessment; copies of any documentation for education and training and/or work experience; a copy of your high school diploma or GED; 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 it should be fully documented on your resume.

If you cannot provide a high school diploma or GED, a 2 or 4 year degree is acceptable. Transcripts do not need to be sealed; copies of official documents are acceptable. Send loose document pages only; do not assemble them into a binder or booklet. All foreign documents must be translated into English.

#### Are apprenticeship requirements the same as ERT Requirements?

No. The Boeing Employee Requested for Transfer (ERT) system and the Apprenticeship Program have separate requirements. All course completions must be documented on a training transcript. Unsealed transcripts are acceptable.

#### How will I know that my online application was successful?

You will receive an email confirmation notice from Careers at Boeing system to let you know that you have successfully completed the initial step in applying for an apprenticeship at Boeing. If you do not receive this notice, make sure you have typed your email address correctly in your Careers at Boeing account or check to see if your email filter is preventing system communication.



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#### **What happens to my online application once it is received?**

Boeing Global Staffing will serve as the impartial party, not associated with the Apprenticeship Program, to review applicants for each trade and recommend qualified candidates to the apprenticeship program managers for interviews.

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

When you apply you must answer a set of questions relating to your qualifications. If you answer each question honestly that you have met each required qualification, then you will progress through the application process successfully.

If you answer any one of the qualification questions dishonestly it will be discovered when your documented proof is requested. False claims will not be tolerated!

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

No. This information is considered proprietary.

#### **How many apprentices are usually hired?**

The number of available new apprentice positions depends upon the requirements of the various Boeing sponsoring organizations. The number of available positions is subject to change at any time.

#### **When will I be called for an interview?**

Typically, there are many more applications received and accepted than there are open apprenticeship positions. Boeing Global Staffing will review applicants for each trade and recommend qualified candidates for interviews. If you do not receive an interview offer, please reapply when positions are next posted.

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

If you receive an interview notice and are not able to accept and apprenticeship at this time, you may decline.

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

If you are invited to an interview and accept the interview notice, but do not attend, you must wait for another invitation. It is your responsibility to make every effort to attend a scheduled interview or to request a rescheduled time.



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#### **Does the interview determine if I become an apprentice?**

Yes and no. The interview is not the last step in the apprentice selection process. The interview will help to reveal your motivation, attitude, skills, knowledge, abilities, desire to learn, and willingness to accept direction. If your interview is successful you will be recommended for hire as an apprentice.

Before an apprentice candidate can be hired he or she must confirm their ability to perform the essential functions of the job as defined by the trade specific Career Guide that is provided to the applicants scheduled for an interview. Candidates must be eligible for hire or re-hire at Boeing.

#### **What is the interview like?**

The apprenticeship committee uses the structured interview model of open-ended questions to help you to communicate your motivation, attitude, skills, knowledge, abilities, desire to learn, and willingness to accept direction. The Boeing document “*Structured Interview Preview*” can help you prepare. This document is available upon request.

#### **When will I know if my interview was successful?**

You may be required to wait for several days or even many weeks before you receive your final status. We strive to interview several candidates for each open apprenticeship position and this process takes time to complete. We must interview every selected qualified candidate before a selection is made. It can take several weeks to successfully pass the Boeing Company hiring process.

The Careers at Boeing system provides your status. If you show “Under Consideration” then you are still under consideration for the job. If your status shows “Not Under Consideration” then you will know that you have not been selected for this position. Typically, this is because there were others interviewed who were more qualified than you were for this position. If this is the case you should not be discouraged; of the many hundreds of people who typically apply, only a small percentage will be interviewed. The fact that you were interviewed is a significant achievement!

#### **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?**

Your online application may remain valid until the current apprenticeship jobs have been filled. Check your status in the Careers at Boeing system to see if you are still under consideration. If you find that you are no longer being considered for a current apprenticeship position, please reapply when new apprenticeship positions are next posted.



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#### **Does my application remain on file with the apprenticeship program?**

No. Applications are not retained; we do not maintain a pool of apprentice candidates.

#### **What if I never receive 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 should add to your education and work experience in areas that will increase your qualifications, so that your chance of success is greater when you next apply.

#### **How do I know what shift I will work if I am offered an Apprenticeship?**

Apprentices may be assigned to either 1<sup>st</sup> shift or 2<sup>nd</sup> shift at any time, depending upon the requirements of the sponsoring organizations and the apprenticeship program. We do not utilize 3<sup>rd</sup> shift.

#### **How do I know what location I will work if I am offered an Apprenticeship?**

Apprentices may be assigned to any Boeing Puget Sound area location, including Frederickson, Auburn, Tukwila, Seattle, Renton, Bellevue, or Everett. Typical locations are noted in the PrepPack for each specific trade.