

**Please Read Carefully --- All steps must be completed to be considered for the apprenticeship.**

**Indiana University – Facility Operations Apprenticeship Program**

**Sheet Metal**

Information Sheet

Application for an apprenticeship with the Facility Operations is a multi-step process.

All four steps **must** be completed in the following order by **(June 15, 2017)**, to be considered.

<b>Step 1 Apply:</b>	<b>Step 2 Register:</b>	<b>Step 3 Complete:</b>	<b>Step 4 Submit:</b>
<p>To apply, go to Indiana University's PeopleAdmin system at <a href="http://ujobs.peopleadmin.com">http://ujobs.peopleadmin.com</a> and follow the steps below:</p> <p>Note: If you already have an account, click "Login" and skip to 5 below.</p> <p><b><u>Create Account</u></b></p> <ol style="list-style-type: none"> <li>Click on 'Create Account.'</li> <li>Click the green 'Create Account' button.</li> <li>Fill out all required fields.</li> <li>Click create at the bottom of the page.</li> </ol> <p><b><u>Browse and Apply</u></b></p> <ol style="list-style-type: none"> <li>Click on "Search jobs"</li> <li>Search postings by entering keyword "Apprentice" or "Sheet Metal"</li> <li>Click Apply for this job                             <ol style="list-style-type: none"> <li>Attach a resume, <b>or</b></li> <li>Complete the Education history and Employment history sections.</li> </ol> </li> <li>Click "Apply."</li> </ol> <p>If you need help applying online, WorkOne will assist you. Address on 2<sup>nd</sup> page of this sheet.</p>	<p>Register with Indiana Career Connect at: <a href="http://www.indianacareerconnect.com">www.indianacareerconnect.com</a></p> <p>Note: If you have already registered, go to <b>Step 3 Complete</b>.</p> <ol style="list-style-type: none"> <li>Go to <a href="http://www.indianacareerconnect.com">www.indianacareerconnect.com</a>.</li> <li>Click on "Not Registered?" under Username.</li> <li>Under Option 2 – Create a User Account, Click on "Individual."</li> <li>Follow the steps to complete your user account.</li> </ol>	<p>Complete the required WorkKey Assessments at the Bloomington WorkOne Office.</p> <p><b>Note:</b> If you have completed your WorkKeys, email <a href="mailto:workkeysbloomington@gmail.com">workkeysbloomington@gmail.com</a> so that they can supply IU with your test scores and go to <b>Step 4 Submit</b>.</p> <p>Three assessments must be completed. More details can be found on the 2nd page of this sheet. All 3 assessments must be completed in a one-day session.</p> <p>To take the assessments:</p> <ol style="list-style-type: none"> <li>Contact WorkOne Bloomington at <a href="mailto:workkeysbloomington@gmail.com">workkeysbloomington@gmail.com</a> to reserve your seat.</li> <li>WorkOne will provide the testing dates for you to choose from.</li> </ol> <p>Assessments <b>must</b> be completed and scores on file with WorkOne by the end of the job closing date <b>(June 15, 2017)</b>.</p> <p>The WorkKeys assessment scores will be submitted to the Indiana University Facility Operations by the WorkOne office.</p>	<p>Submit the following documents (all listed documents must be submitted to be considered):</p> <ol style="list-style-type: none"> <li>A minimum of three professional references and/or letters of recommendation                             <ol style="list-style-type: none"> <li>e.g., teacher, counselor, supervisor/manager.</li> <li>Must be original copies and written within the last 6 months</li> </ol> </li> <li>Transcripts, and other supporting documents verifying education                             <ol style="list-style-type: none"> <li>e.g., high school, college, vocational school</li> </ol> </li> <li>Documents verifying additional training                             <ol style="list-style-type: none"> <li>e.g., specific trade and/or craft-related certifications, training, and seminars; military; DOL Bureau of Apprenticeship certificate; union Journey card.</li> </ol> </li> </ol> <p>Supporting documents are to be mailed to:</p> <p>Facility Operations 1800 N. Range Road Bloomington, IN 47408 Attention: Bill Kersey, HR &amp; Staff Development Coordinator</p>

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## WorkKeys Assessment

The WorkKeys Assessment is a standardized assessment administered by WorkOne Bloomington of the Indiana Department of Workforce Development. This assessment establishes a WorkKeys Profile of an individual's skill set. An applicant must meet the IU Facility Operations minimum WorkKeys Assessment scores in all three areas for the Sheet Metal Apprenticeship to be considered for further participation in the selection process.

The following table lists the minimum WorkKeys assessment scores:

### Trade: Sheet Metal

WorkKey	Minimum Score = Entry Level
Applied Mathematics (AM)	4
Workplace Observation (O)	4
Locating Information (LI)	3
Applied Technology (AT)	4
Reading for Information (RI)	4

You are responsible for registering online and scheduling your WorkKeys assessment. Assessments are an all-day event and are administered on four different days only. Assessments must be completed and scores on file with WorkOne by the end of the job closing date **June 15, 2017**). Please contact WorkOne Bloomington at [workkeysbloomington@gmail.com](mailto:workkeysbloomington@gmail.com) to reserve your seat as seating is limited. Assessments are held at WorkOne Bloomington. **NOTE: The assessment will last several hours.**

#### Contact Information: **WorkOne Bloomington**

Indiana Department of Workforce Development  
450 Landmark Ave.  
Bloomington, IN 47402

**Contact:** [workkeysbloomington@gmail.com](mailto:workkeysbloomington@gmail.com)

WorkOne Bloomington Contact Hours: Monday – Friday 8:00am - 4:30pm

For additional information on the WorkKeys Assessment, visit:

<http://www.act.org/workkeys/index.html>