

# How To properly fill out the Personal Experience Form



# What is the PEF?



The Personal Experience Form is where applicants are able to record any previous work experience, education, training, and other activities which will be evaluated as part of the selection process in our program



### DIRECTIONS:

Welcome to the Personal Experience Form (PEF). On the following pages, you will be asked questions about your work experience, education and training, and other activities which will be evaluated as part of the selection process for the apprenticeship program. Directions are below:

1. This survey will take 10-20 minutes to complete.
2. Once you start this survey you need to complete it.
3. You will be required to upload unofficial copies of all educational transcripts to support your answers. Additional documentation may also be requested to support your answers.
4. Educational and employment experiences may only be listed once in your Personal Experience Form. For example, you may not list trade or technical school in both the college field and the technical school field.
5. Please be sure to read each question carefully and answer as accurately as possible.

*Do you understand the directions?*

Yes

No



Once you have a full understanding of the directions you will select "yes" if you wish to move forward.

If you select "No", please do not continue and contact the JATC with any questions.



STATEMENT OF UNDERSTANDING AND AUTHORIZATION FOR THE RELEASE OF INFORMATION: I understand that if any of the information provided by me is false or misleading, or if any relevant information is not provided, my application will be rejected or if I have already entered the program, I may be dismissed without right of appeal. I further understand that I may be required by St. Paul Electrical Joint Apprenticeship Program, or its agents, to produce appropriate documentation to verify the claims I have made in this application. In addition, I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, or reference contacted by the Joint Apprenticeship Program, or its agents, to furnish any information requested about me.

Yes, I understand the statement of understanding and authorization for the release of information

No, I do not understand the statement of understanding and authorization for the release of information

Type your name below as a signature of understanding of the information above:



**Please take the time to thoroughly read through the "Statement of Understanding & authorization for the release of information"**



It is **YOUR** responsibility to take the steps to avoid disqualification for providing falsified information.

If you have any questions while completing your PEF please contact the JATC before moving forward.

# Your next step is to add your personal information.

Name

First Name

Middle Name

Last Name

## Personal Information

Last four digits of Social Security Number:

## Contact Information

Phone Number

E-mail Address



### **\*Before moving on\***

Check that all information is entered correctly, and your contact information matches your application profile.

ELECTRICAL WORK EXPERIENCE: For the following items, please indicate any previous ELECTRICAL (low or high voltage) experience. To calculate the total number of hours worked, multiply the total number of weeks you were employed by the number of hours you worked per week (40 hours per week for 52 weeks for one year = 40 X 52 = 2,080 hours).

Total Hours Worked

0     Less than 1000     1000+     2000+

Employer Information:

Employer Name:

Address:

Phone Number:

Contact Information:

Dates Employed:



# What qualifies as "Electrical Work Experience"

*Per the Minnesota department of labor and industries website:*

- You must be registered with the DLI as a registered unlicensed electrician.
- Your work falls under the scope of the work your employer is authorized to perform.
- Your work is directly supervised at all times by a licensed journeyworker or master electrician.
- You and the licensed electrician supervising you must be employed by the same licensed electrical contractor or registered electrical employer.

**IMPORTANT**

If you are adding electrical experience, be prepared to provide a verification of Employment form filled out by your contractor and signed by a master electrician. If this form cannot be produced, you may be subject to disqualification due to falsifying information.

If you are unsure if your work qualifies under this category, please contact the JATC office for direction before moving forward on the PEF.

CONSTRUCTION WORK EXPERIENCE: For the following items, please indicate any other previous CONSTRUCTION experience (i.e., laborer, trowel trades, carpenter, plumber, sheet metal, additional electrical etc.). To calculate the total number of hours worked, multiply the total number of weeks you were employed by the number of hours you worked per week (40 hours per week for 52 weeks for one year = 40 X 52 = 2,080 hours).

Total Hours Worked

0     Less than 1000     1000+     2000+

Employer Information:

Employer Name:

Address:

Phone Number:

Contact Information:

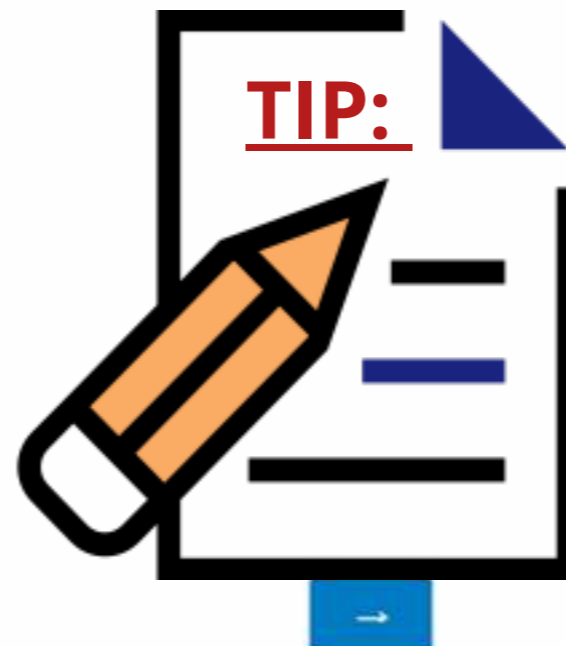
Dates Employed:



## What qualifies as

# "Construction Work Experience"

-Any activity related to the building, altering, repairing, renovating or demolishing of a structure.



**If you have worked for more than one electrical contractor that meets MNDOLI qualifications, you can put that experience here as well. (Must be able to provide Verification of Employment)**



OTHER WORK EXPERIENCE: For the following items, please indicate any other previous WORK EXPERIENCE. To calculate the total number of hours worked, multiply the total number of weeks you were employed by the number of hours you worked per week (40 hours per week for 52 weeks for one year =  $40 \times 52 = 2,080$  hours).

Total Hours Worked      0      Less than 1000      1000+      2000+



## What Qualifies as "Other Work Experience"?

Employer Information:

Employer Name:

Address:

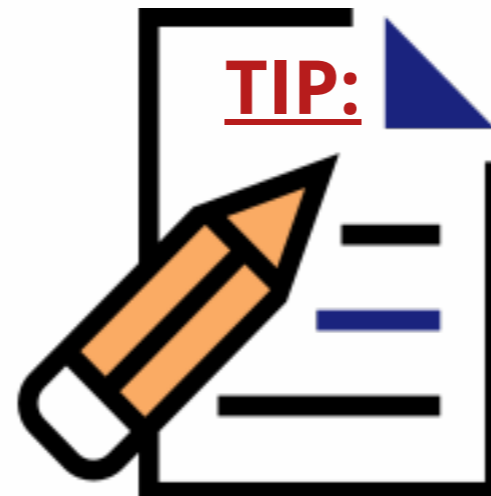
Phone Number:

Contact Information:

Dates Employed:

-Any position held that does not qualify under the definition of "trade/Construction work"

For Example: Education, Business, Retail, server, etc.



**If you have worked for Multiple construction contractors, You can put that experience here as well.**





Did you graduate from high school or receive a GED?

No

Yes

Name of School:

Please indicate the classes you have taken in high school in which you have earned a "C" grade or better, also indicate the number of semesters you took the class:

	0	1	2	3	4
Algebra	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geometry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced Algebra	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-Calculus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calculus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trigonometry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mechanical Drawing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shop/Vocational	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



In this portion, it is best practice to utilize a copy of your school records to accurately indicate any courses listed that you completed with a "C" grade or better.

**ONLY COURSES TAKEN IN  
HIGHSCHOOL SHOULD BE  
MARKED**

**\*\*NOTE\*\***

**It is important to answer accurately. Prior to testing this portion will be compared to your provided official High School transcript and could result in disqualification for falsification due to invalid marks.**



Did you attend college?

No

Yes

Name of School:

If yes, please indicate the number of semesters of college completed:

Semesters      0      1      2      3      4      5      6      7      8  
                          

Did you graduate college?

No

Yes

If yes, degree earned:

## IMPORTANT

As stated in #4 of the directions: Educational and employment experiences may only be listed ONCE in your personal experience form.

**For example:** You may **NOT** list trade or technical school in both the college field and technical college field.

If you **DID NOT** attend a two-year college for electrical construction/electrical technology, this is where you will provide information regarding your college completion. This would also include any other technical degrees earned that are not electrical construction or electrical technology.

If you are unsure of the category your degree/experience falls under, please contact the JATC before moving forward with your PEF.

Did you complete any post-graduate work?

No

Yes

If yes, degree earned:

Please indicate the classes you have taken in college in which you have earned a "C" grade or better, also indicate the number of semesters you took the class:

	0	1	2	3	4
Algebra	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geometry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced Algebra	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-Calculus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calculus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trigonometry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mechanical Drawing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applied Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## What qualifies as "post-graduate work" ?

a student who has successfully completed an undergraduate degree level course at a college or university and is or has undertaken further study at a more advanced level

**In this portion, it is best practice to utilize a copy of your school records to accurately indicate any courses listed that you completed with a "C" grade or better.**

### **\*\*NOTE\*\***

**It is important to answer accurately. Prior to testing this portion will be compared to your provided official College transcript and could result in disqualification for falsification due to invalid marks.**



Have you attended attended a two year college for electrical construction or electrical technology?

Yes

No

If yes, which technical school did you attend:

Dunwoody College of Technology

Anoka Technical College

St. Paul Technical College

Ridgewater College

Lake Superior College

St. Cloud Technical and Community College

Dakota County Technical College

Other

How many semesters of technical school did you complete?

1

2

3

4

## IMPORTANT

If you are currently attending a two-year college for electrical construction/technology and are in your 3rd or beginning of your 4th semester, you will put that you completed "4" semesters.

You will need to provide an official partial copy of your transcript and or a letter from your college stating that you are on track to complete your program.

If the name of the two-year college you are attending or have attended is not provided, please contact the JATC Office to ensure your program qualifies under this portion of the PEF before completing.

## \*\*NOTE\*\*

If you receive a program offer, you will be asked to provide an official finalized transcript proving completion within 30 days of program acceptance.



Have you completed any certificate programs with a community based organization (examples below)?

Yes

No

If yes, which program? Check all that apply.

Summit Academy OIC

Late Street Works

Helmets to Hardhats

Power Girls

Learn2Build

Skill Bridge

Building Strong Communities

MN Trades Academy

Other

What certificate did you earn upon completion?



## What qualifies as a "Community Based Organization (CBO)" ?

- A non-profit or Government funded organization or program that prepares/trains individuals for future career or educational opportunities.

*We have provided a list of known organizations in our area that are specifically geared towards providing knowledge of trade careers and opportunities.*

***\*If you have completed or are currently participating in a CBO program that is not listed, please contact the JATC before moving on from this portion.***

**You will be required to provide proof of completion of CBO Program, if a certificate of completion or equivalent cannot be provided, please contact the JATC Office.**

Are you a SkillsUSA participant?

Yes

No



Only mark yes if you have competed at the MN state level in either "Industrial Motor Control" or "Electrical Construction and Wiring"

If you have any questions regarding your participation in Skills USA, please contact the JATC Office before completing this portion.

Were you in the military?

No

Yes

If yes, how many years:

0

1

2

3

4

4+

Years

Military Information:

Branch of service:

Date of Service:

Indicate any special training:

Were you honorably discharged?

Yes

No



**\*If applicable, applicants\*  
must provide a DD214**

**Please review Step #9 in your  
application to properly upload  
your DD214 for review by the  
JATC Office**

Active duty?  
{year you began service} - current

*If you have not been  
discharged  
(Active Duty)  
you will leave this question  
blank*



I understand that I must submit all required documents and meet the minimum qualifications of the St. Paul Electrical JATC office to be scheduled for the GAN Aptitude Test battery.

Yes

No

You have completed the personal experience form. Please select submit to complete the form.

Submit



Please review all answers and statements made in your Personal experience form before clicking the final arrow to complete.

All information provided will be reviewed and vetted by the JATC office prior to testing for eligibility placement.

**YOU WILL NOT BE ABLE TO MAKE CHANGES ON YOUR PERSONAL EXPERIENCE FORM ONCE YOU HAVE COMPLETED YOUR IN-PERSON GAN APTITUDE TEST**

**If you have any questions or concerns regarding your personal experience form, or if you need to make any changes prior to testing, Please contact Emily at the JATC Office.**

**Thank You**