

APPRENTICESHIP PROGRAM HUMAN RESOURCES SPECIAL EVALUATION

Per the CSEA *Agreement*, this form is to be used by authorized Human Resources personnel to evaluate employee eligibility for advancement to the next level in the Apprenticeship Program. (Article 4.10.4.2)

Employee: _____ Current Title: _____

at: ___ Foothill ___ De Anza ___ Central Services Hire Date: _____

Assessment required for advancement to the next level in the following trade:

___ Carpentry ___ Electrical ___ Fire/Life Safety Systems ___ HVAC
___ Locksmith/Hardware ___ Mechanic ___ Painting ___ Plumbing

Required eighteen (18) months of apprenticeship service completed on: (date) _____

At (location): _____

Supervised by: _____ Title: _____

Required 150 hours of trade related vocational instruction completed:

Start Date: _____ End date: _____

Provider: _____ Address: _____

City, State, Zip code: _____ Telephone: _____

Instruction certified by: _____ Title: _____

(Attach certificate or other written confirmation of completion)

A. Employee has completed all required apprenticeship service and vocational instruction effective (date): _____

B. ___ Employee has met all qualifications to move to Level ___ of the Apprenticeship Program in the following trade: ___ Carpentry ___ Electrical ___ Fire/Life Safety ___ HVAC
___ Locksmith/Hardware ___ Mechanic ___ Painting ___ Plumbing

C. ___ Employee has not met the required qualifications for the next Level.

Reason(s): _____

(Attach additional sheets if needed)

Certified by: _____

Authorized HR Representative

Date: _____