

Apprenticeship Application Process: What to Expect

Overview

Our selection process includes three steps:

1. Application Review
2. Personal Experience Form (PEF)
3. Aptitude Exam

Step 1: Apply

Submit your application. Applicants who meet minimum qualifications will move forward.

APPLICANTS MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS

1. *Must be 18 years of age by July 1, of current year.*
2. *Must be a high school graduate or have a G.E.D. by July 1, of current year.*
3. *Must have one full credit of High School or College Algebra with a passing grade.*
4. *Must be capable of passing a drug screen if accepted.*
5. *Proof of a valid driver's license.*
6. *Pay \$45 application fee and begin application*

Step 2: Personal Experience Form (PEF)

If qualified, you'll receive an email from **GAN Human Resources with the PEF.**

- Must be completed within **2 weeks**
- Includes questions about your background and experience
- Instructions and deadline will be included in the email

How to Prepare

You will need documentation to support your education, work experience, and any additional qualifications. **All documents must include your name and be submitted by the deadline. Password-protected files are not accepted.**

- **Education:** Transcripts (unofficial copies are accepted for the PEF; foreign transcripts must be translated)
- **Work Experience: *ONE*** of the following:
 1. Year-end pay stub (showing total hours)
 2. Employer letter (with hours, job type, and contact information)
 3. W-2 with pay stub
 - a. *Note: A W-2 submitted without a pay stub may be counted as up to 1,000 hours, as hours cannot be verified*
 4. 1099 (for independent work)
- **Military (if applicable):** DD-214, NGB Form 22, or current service documentation
- **Additional (if applicable):** Pre-apprenticeship and Interim Credential certifications
- **Optional:** Up to 3 letters of recommendation (only the highest-scoring letter will be used)

Letters of Recommendation:

Letters may come from an electrical contractor, IBEW member, Union Member, construction contractor, community member, teacher/school official, employer, mentor, or other.
Only the highest-scoring letter will be used.

File Requirements

Accepted file types:

.pdf, .doc, .docx, .png, .jpg, .jpeg, .gif, .tif, .tiff

Aptitude Test Study Guide

We strongly recommend preparing before your exam.

- Covers key topics such as math, reading comprehension, and problem-solving
- Helps you understand the format and expectations

Order your study guide: [LINK](#)

Step 3: Aptitude Exam

Applicants who submit a PEF will be scheduled for an aptitude exam.
Details will be shared by the training center.

Important Reminders

- Check your email regularly (including spam/junk folders)
- All communication will be sent via email
- Deadlines must be met to remain in the process