



Franklin Towne  
CHARTER HIGH SCHOOL

# Career and Technical Education Binder



## The Content

within

this binder

contains updated information from previous

## **versions as well as borrowed information from various other sources.**

**This binder is intended to provide students with information about  
different career fields that do not require post-secondary  
education.**

**Not all people feel that more schooling is their intended path.**

**Sources are listed in the back of this binder.**

**Last Revised: April 2018**

# TABLE OF CONTENTS

- WHAT ARE APPRENTICESHIPS? .....4
- BOILERMAKER.....5
- BRICKLAYERS AND ALLIED CONSTRUCTION.....6
- CABINETMAKERS.....7
- CARPENTERS AND JOINERS.....8
- CEMENT MASON.....9
- DRYWALL FINISHER.....10
- FIRE DEPARTMENT.....25
- FLOORLAYER.....11
- GLAZIER.....12
- IBEW LOCAL 98 (ELECTRICIANS AND LINEMEN) .....13
- INSULATOR.....14
- IRONWORKERS.....15
- LATHER.....16
- MILLWRIGHT.....17
- PAINTERS AND WALL COVERERS.....18
- PLASTERERS.....19
- PLUMBERS.....20
- ROOFERS.....21
- SHEETMETAL WORKERS.....22
- SPRINKLER FITTERS.....23
- STEAMFITTERS.....24
- WHARF AND DOCK BUILDERS.....25
- PHILADELPHIA FIRE DEPARTMENT.....26
- PHILADELPHIA POLICE DEPARTMENT/ACADEMY.....28
- RESOURCES.....29

## What are Apprenticeships? What are the Advantages?

Apprenticeships are a combination of on the job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. An apprenticeship is a flexible training strategy that can be customized to meet the needs of any business. Apprentices can be new hires, or businesses can select current employees who need skill upgrades to join the apprenticeship program.

## **Earning as You Learn**

Apprentices earn wages while they learn. While during the program an apprentice can expect to make anywhere from 35%-50% of the journeyman rate (those who have finished the program). As an apprentice progresses through the program, they receive gradual wage increases usually occurring every six months to a year.

There are also fringe benefits included like vacation time, health and welfare plans, and other benefits.

## **Length of Program**

Apprenticeships usually last anywhere from two (2) to four (4) years depending on the industry.

Apprentices work as steadily and as often as an average industry worker and are subject to layoffs. Most employers attempt to make an effort to have the apprentice work as steadily as possible.

## **BOILERMAKER**

Boilermakers make, assemble, and repair different kinds of boilers, steel pressure vessels, vats, and tanks according to blueprints. Their work involves aligning sections of plates to assemble boiler frames, tanks and vats, cutting tubes from metal, drilling holes, and bolting, riveting, or arc welding the sections or structures together.

They are also responsible for preparing sheet metal for welding, stress relieving, and heat duration, and for testing the finished vessels by pumping water or gas through them under specified pressures and observing instruments to detect leakage.

Boilermakers use blueprints, hand tools and power equipment, such as plumb bobs, wedges, levels, dogs, turnbuckles, caulking hammers, arc welders, rivet guns, bending machines, drill presses. They make gear guards, floats, and pans from metal sheet. They set up rigging and erect portable swinging scaffolds using proper slings, chains, hoists, and rope blocks to make smokestack repairs.

### **Working Conditions:**

Boilermakers may work indoors or outdoors, often under conditions of dampness, heat, poor ventilation, and cramped quarters, and on swinging scaffolds at considerable heights. The work involves heavy lifting and manipulating bulky parts into position manually, much standing and climbing, and strenuous reaching, stretching, bending, and pushing and pulling. Hazards of the job include exposure to fumes, burns, cuts and falls.

## BRICKLAYERS AND ALLIED CRAFTWORKERS

Bricklayers construct and repair walls, partitions, arches, fireplaces, chimneys, and other structures from building materials such as brick, structural tile, concrete cinders, glass, gypsum, and terra cotta. They may work on commercial or industrial buildings, apartments or homes.

Bricklayers use a trowel to spread a layer or bed of soft mortar that serves as a base and binder for brick. They apply mortar to the end of the brick and position it in the mortar bed. They tap the brick to level and align it, allowing specified mortar thickness, remove excess mortar, and finish the joints with a jointer.

- **Bricklayers** work involves the laying of a wide variety of Brick, Block, and Glazed Brick.
- **Pointer, Caulker, Cleaners** must complete all round restoration specialist. Knowledge of pointing & caulking, patching concrete, cleaning of masonry with chemicals, rigging of two-point suspension scaffolds.
- **Terrazzo Workers** must know how to use a power grinder and materials like epoxy and marble chips and cements.
- **Stone Masons** work involves the laying of Stone and Marble.
- **Tile Layers** work involves the laying of Tiles in Cement or Mastic. Mixing of Cement, Grout, and Epoxy. Knowledge of cutting tile by hand or saw.

### Working Conditions:

- **Bricklayers** work indoors and out. They may be exposed to extreme weather. The work involves heavy lifting of masonry materials. Bricklayers are on their feet all day and do considerable stooping and bending, climbing, lifting, reaching and carrying. Often, they must work from scaffolds high above the ground. Possible injuries include falls or being struck by falling objects.
- **Pointer, Caulker, Cleaners** must have the ability to work in high places. They may be exposed to extreme weather conditions.
- **Terrazzo Workers** work indoors and out, like swimming pools and basement floors. They stand or kneel and lift heavy materials.
- **Stone Masons** work indoors and out. They may be exposed to extreme weather. They lift heavy materials. There is a lot of kneeling, stooping and standing.
- **Tile Layers** work is indoors. There is a lot of standing and kneeling.

### Interest and Temperament:

Bricklaying requires careful and accurate workers who can observe fairly close tolerances, limits and standards. Bricklayers should enjoy working with their hands.

## CABINETMAKER OR MILLWORKER

### *Career and Technical Education*

Cabinetmakers, or Millworkers, as they are sometimes called, are the skilled men and women who manufacture, assemble and install cabinets, counter tops, commercial store fixtures, convention and show displays, and architectural millwork. Cabinetmakers produce and repair wooden fixtures and furniture. They work from designs and specifications to measure, cut, join and carve wood and other timber materials. This is done using a wide variety of tools and equipment. While a clear majority of these products are composed of wood, cabinetmakers also use plastic, metals, glass, laminates, and solid surface materials. Most work is done in the shop, but job-site installations are sometimes required.

### **Requirements:**

- Applicants must be a minimum of 17 years of age.
- A copy of a high school diploma or GED is required before being accepted into the program.
- All apprenticeships are four (4) years.
- All apprenticeships include both on-the-job training and classroom related training.
- Apprentice wages are based on a percentage of the journeyman rate.
- The application and testing period is in the spring of each year.
- The qualifying test consists of math related to the carpentry trades including decimals, fractions, and geometry.
- Successful applicants must secure a contractor to sponsor them as an apprentice for entry in the program.
- Drug testing is a requirement for entry and continued participation in the Apprentice Program.

**Call 215-824-2303 or visit our web site [www.carpentersofphila.com](http://www.carpentersofphila.com) for the most up-to-date application and testing information available.**

**Carpenters J.A.C. of Philadelphia  
10401 Decatur Road  
Philadelphia, PA, 19154**

## **CARPENTERS AND JOINERS**

Carpenters perform work on commercial buildings, houses, bridges, and road overpasses. They perform work which is basic to most building construction. They construct, erect, install and repair structures and fixtures of



### *Career and Technical Education*

wood, metal, plywood, and wallboard. They erect framework in buildings, including joist and decking, partitions, stairs, and rafters. Carpenters also install wood paneling, windows, door frames, doors and hardware, cabinets, and various types of trim and moldings. Carpenters also build the frame work for the placing of concrete.

Carpenters use a variety of tools including hammers, saws, chisels, squares, levels, and planes. Using various electrical tools, including circular saws, drills, screw guns, routers, planes, and power miter boxes. They must use assorted types of materials and assorted types of fasteners, including nails, screws, dowels, or glue.

### **Requirements:**

- Applicants must be a minimum of 17 years of age.
- A copy of a high school diploma or GED is required before being accepted into the program.
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**Carpenters J.A.C. of Philadelphia  
10401 Decatur Road  
Philadelphia, PA, 19154**

## **CEMENT MASONS**

Cement masons pour, smooth, and finish concrete floors, sidewalks, roads, and curbs. Concrete work is fast paced and strenuous and often involves kneeling, bending, and reaching. Because many jobs are outdoors, work generally stops in wet weather.



### **What does a Cement Mason do?**

- Set the forms that hold concrete in place
- Install reinforcing rebar or mesh wire to strengthen the concrete
- Signal truck drivers to facilitate the pouring of concrete
- Spread, level, and smooth concrete, using a trowel, float, or screed
- Mold expansion joints and edges
- Monitor curing (hardening) to ensure a durable, smooth, and uniform finish
- Apply sealants or waterproofing to protect concrete

**Terms of Apprenticeship for Cement Masons:** Minimum of 3 years and 3,000 hours, 6,000 for plasterer. Must complete all in-house related instruction.

### **Requirements of the J.A.T.C.:**

- Copy of high school transcripts
- Personal interview
- Must have valid driver's license and own transportation
- Must pass drug test

#### **Contact:**

**Rob Petracci, Apprentice & Safety Instructor/Coordinator**

**Telephone: (215) 468-0238 or (215) 468-0235**

**Apprentice Training Center:**

**2930 Snyder Avenue**

**Philadelphia, PA 19145**

## **DRYWALL FINISHERS**

The Drywall Finisher finishes gypsum wallboard surfaces by taping, spotting, pointing, filling, finishing, and sanding joints, angles, internal and external corners, and all field surfaces. Skill is required in the use of hand filling and machine tool methods for both preparation and application techniques. As such, the drywall finisher shall be familiar with all aspects of the trade including: the tools, materials, procedures, environmental conditions on the job site, and the regulations and standards of the

### *Career and Technical Education*

various authorities having jurisdiction. A skilled drywall finisher will be organized and capable of working independently. Safety is stressed in all aspects of the drywall finishing trade. Physical and health hazards include the dangers of toxic poisoning from paint and related material fumes, dusts, and falls from elevated work platforms or ladders. The drywall finisher must also be familiar with the regulations fit to perform which outline those requirements.

**Working Conditions:** Standing, bending, some lifting (up to 75lbs), coating and/or sanding with the use of a respirator.

It is recommended to have taken general math courses during high school including algebra and geometry.

### **Requirements:**

- 18 years of age
- Valid driver's license
- High school diploma or GED equivalent
- Proof of American citizenship

### **Contact:**

**Jim Hyland, Drywall Finishing Coordinator**

**Finishing Trades Institute  
Education Committee  
2190 Hornig Road  
Philadelphia PA 19116  
Tel. 215-501-0130  
Fax 215-501-0138**

## **FLOORLAYER**

Floorlayers install many different types of flooring materials such as carpet, tile, and vinyl sheet flooring. The flooring is applied to hardwood, concrete sub-floors, walls and stairs. Most flooring installations are indoors in new construction or in existing buildings, from single-family homes to high-rise skyscrapers. On occasion, they will work outdoors to install special materials. Floorlayers work from prints to create beautiful and sometimes intricate patterns that are both durable and pleasing to the eye.

### *Career and Technical Education*

1000 hours of school/technical training, combined with five years of on-the-job training. The training program has a self-paced format allowing each individual to determine his or her own progress.

#### **Requirements:**

- Be a minimum of 18 years of age
- Possess a valid driver's license
- Call one of the Training Centers listed below to make an Application appointment.
- Submit an Application, read and sign the apprentice commitment and take the qualifying test at one of the Training Centers.
- Applicants receiving a passing score (70% or more) on the qualifying test are placed on a waiting list for an interview with one of the local unions.

**For more information: 215-824-2300**

## **GLAZIERS**

Glaziers fabricate and install architectural metal used in storefronts, mid and high-rise buildings, which includes anchoring by welding and sealant application of metal systems supplied by many metal manufacturers. Glaziers cut, fabricate, and install all types of glass and plastic products. Glaziers load and unload, by hand as well as with crane and other devices, vehicles used for delivery of trade related equipment. Glaziers read and interpret blueprints and must be able to read and understand technical literature.

### *Career and Technical Education*

Working conditions: glaziers walk, bend, lift, crouch, climb, kneel and stand for extended periods of time. Some of the lifting is heavy (maximum of 75lbs). Glaziers also use hoists and/or cranes and heavy material with various dollies and trucks.

It is recommended that applicants have experience with algebra, geometry, blueprint reading, drafting, and metal shop.

Apprenticeship: four years on the job training and a minimum of 144 hours per year of related classroom instruction.

### **Requirements:**

- 18 years of age
- Possess a valid driver's license
- High school diploma or GED equivalent
- Proof of citizenship
- Drug test

### **Application and Testing:**

Applications will be accepted on the second Monday of every month; testing and interviews will be arranged by the Apprentice coordinator shortly thereafter. Qualifying test is administered by the Pennsylvania Employment Service and may require a visit to their facility.

### **Contact:**

**Joe Mcgee, Glazier Apprentice Coordinator**

**Finishing Trades Institute  
Education Committee  
2190 Hornig Road  
Philadelphia PA 19116  
Tel. 215-501-0130  
Fax 215-501-0138**

## **IBEW Local 98 - Electricians**

**Electricians** install, maintain, and repair electrical power, communications, lighting, and control systems in homes, businesses, and factories. Electricians read blueprints, which include technical diagrams of electrical systems that show the location of circuits, outlets, and other equipment. They use different types of hand and power tools, such as conduit benders, to run and protect wiring. Other commonly used hand and power tools include screwdrivers, wire strippers, drills, and saws. While troubleshooting, electricians also may use ammeters, voltmeters, thermal scanners, and cable testers to find problems and ensure that components are working properly.



### Requirements:

- Minimum age of 18, at the time of application
- High School Diploma or GED, at the time of application
- One year of High School Algebra with passing grade
- Provide an official transcript for High School
- Qualifying Score on an Aptitude Test

**For more information: 215-567-6405**

## IBEW Local 98 - Linesman

Line installers and repairers, also known as *line workers*, install or repair electrical power systems and telecommunications cables, including fiber optics. A complex network of physical power lines and cables provides consumers with electricity, landline telephone communication, cable television, and Internet access. Line installers and repairers, also known as *line workers*, are responsible for installing and maintaining these networks.

**Telecommunications line installers and repairers** install and maintain the lines and cables used by network communications companies. Depending on the service provided—local and long-distance telephone, cable television, or Internet—telecommunications companies use different types of cables, including fiber optic cables. Unlike metallic cables that carry electricity, fiber optic cables are made of glass and transmit signals using light. Working with fiber optics requires special skills, such as the ability to splice and terminate optical cables. In addition, workers use specialized equipment to test and troubleshoot cables and networking equipment.

Applications for "Telecommunications Apprenticeship" are taken on the third Thursday of each month between 9:00 AM & 5:00 PM. Applications and payment of a \$40 processing fee must be made in person at: 2150 South 3rd Street Philadelphia, PA 19148. Only money orders will be accepted. No cash or personal checks.

### Requirements:

- Minimum age of 18, at the time of application
- High School Diploma or GED, at the time of application
- One year of High School Algebra with passing grade
- Provide an official transcript for High School
- Qualifying Score on an Aptitude Test

**For more information: 215-339-8316**

## INSULATOR

The work of the insulator covers industrial, commercial and cryogenics. Industrial applies to all types of industries, such as chemical process, petrochemical, metal, and other process industries, liquid organic heating systems, steam condensing cycles, high temperature hot water systems, etc. The commercial field includes buildings, building services and refrigerated spaces. Cryogenics is the field of low temperature service, such as required by the liquefied gases, generally below –100F.

The Local 14 Training Center's primary mission is to develop the most skilled, responsible and responsive insulators in the United States. Dedicated to building professionals who have the

### *Career and Technical Education*

expertise, character and sense of teamwork, Local 14 brings value to the clients they serve, the union itself and the contractors who employ them. Local 14 accomplishes this mission by:

- Facilitating a unique learning environment with varying instructional objectives and technologies.
- Providing activities and resources that foster a positive and comprehensive training environment.
- Providing career advancement through a combination of classroom instruction as well as shop and field experiences.

The program that is offered is a 5-year apprenticeship. Each training year is divided into two 6-month semesters. New semesters begin each March and September. Apprentices attend 10 training classes per semester; one day (8 hours) every two weeks and 900 hours of On-the-Job training. All apprentices must meet training class attendance requirements and achieve passing grades to be promoted to the next training period.

The trade consists of insulating heating and air conditioning systems, domestic water and plumbing pipes in commercial buildings, power plants, and sometimes residential developments. The materials used consists of fiberglass, calcium silicate, foamed rubber products, insulating foams and loose fill products. We are also in the asbestos abatement industry. Insulators are trained and certified in asbestos removal and fitted with proper safety equipment.

Local 14 offers health and welfare benefits which include hospitalization coverage, physician's care, and life insurance benefits. There are also dental plans, vision care, and a pension plan.

#### **Terms of Apprenticeship:**

5 years. 160 hours of related classroom instruction each year.

#### **Requirements:**

- 18 years of age
- High School education or equivalent
- Good physical condition

#### **Contact:**

**John Stahl - Insulators Local 14 J.A.C.**  
2014 Hornig Rd.  
Philadelphia, Pa., 19116  
Telephone (215) 289-4303 ex. 5  
Fax (267) 388-7487

## **IRONWORKERS**

Ironworkers erect and assemble the structural steel framework of bridges, buildings, towers, and other structures. Ironworkers also erect precast concrete structures, metal stairways, fences, pre-engineered buildings, and miscellaneous iron.

Architectural iron workers assemble and install metal curtain walls, sashes, and decorative metal.

The work is frequently in high places, so the iron worker must not be afraid of heights. The work is physically demanding and often requires much bending, climbing, and lifting. The ironworker should be in reasonably good health. Ironworkers often work with cranes and other power equipment, to close tolerances, so they must have an acute awareness of the conditions around them.

### *Career and Technical Education*

Most of this work is performed outdoors unless there is severe weather.

Apprentices receive training in all segments of the industry, such as, structural steel erection, rigging, miscellaneous and architectural metal erection, metal window systems, blueprint reading, welding, flame cutting, plasma arc welding and cutting, fence installation, use of hand and power tools, OSHA Construction Safety Regulations, First Aid/CPR, and the use of precise plumbing and leveling instruments. The training is comprised of "hands-on" activities, demonstrations by equipment suppliers, and classroom lectures. The Ironworkers Apprenticeship Program is a four-year program which combines supervised on the job training and related classroom instruction.

Local 401's Apprenticeship Program provides an Administrative Coordinator and highly skilled Instructors to train people to qualify as productive craftsmen in all phases of the ironworking industry.

#### **Application Requirements – applications are received during the first TWO WEEKS of March**

- Be at least 18 years of age and willing to take on the challenge of the 'high iron'
- Be physically able to perform the work of the trade
- Be a high school graduate or have passed the General Education Development Test
- Possess a valid driver's license

#### **Contact:**

**Frank Marsh – [fmarsh@local401.com](mailto:fmarsh@local401.com)**

## **LATHER**

Lathing is an ancient trade that goes back to the days when buildings were constructed of stone and plaster. Today it is a small but vital trade that has adapted to modern building techniques and methods. Lathers still apply the basic framework for the plaster. Frames were once made from wood strips, called laths, although today they are made from wire and metal mesh. In addition to providing the background for plaster walls, lathers can also sculpt unusual shapes and create forms to decorate walls and ceilings.

**There are 800 hours of classroom and shop instruction during the four-year term of Apprenticeship.**

**Carpenters Joint Apprentice Committee**



10501 Decatur Road  
Philadelphia, PA, 19154

Call 215-824-2303 or Visit our web site [www.Carpentersofphila.com](http://www.Carpentersofphila.com) for the most up-to-date application and testing information available.

## MILLWRIGHT

Millwrights are the craftsmen who make possible the mass production of automobiles, airplanes, food products, and other important products that drive the economy. At one time, these specialists designed and maintained water and windmills, which is where the name millwright comes from. Today's millwrights work from blueprints to install and maintain conveyor and nomorail systems, giant electrical turbines, pumps, compressors, and other machinery. They perform factory repair and maintenance including much of the precision work in nuclear plants.

If you are still in school and thinking of becoming a millwright, take classes in mathematics, drafting and mechanical drawing, metal shop, and welding. These classes will familiarize you with construction technology and help you develop dexterity and practical thinking skill that you will need as an apprentice millwright

**There are 800 hours of classroom and shop instruction during four-year term of Apprenticeship.** Apprentices learn the trade in two ways. First, they get on the job training working under the guidance of a skilled journeyman. Second, the apprentice attends school one day a week for formal specialized training. Apprentice wages start at approximately one-half of the journeymen's scale and receive pay raises every six months.

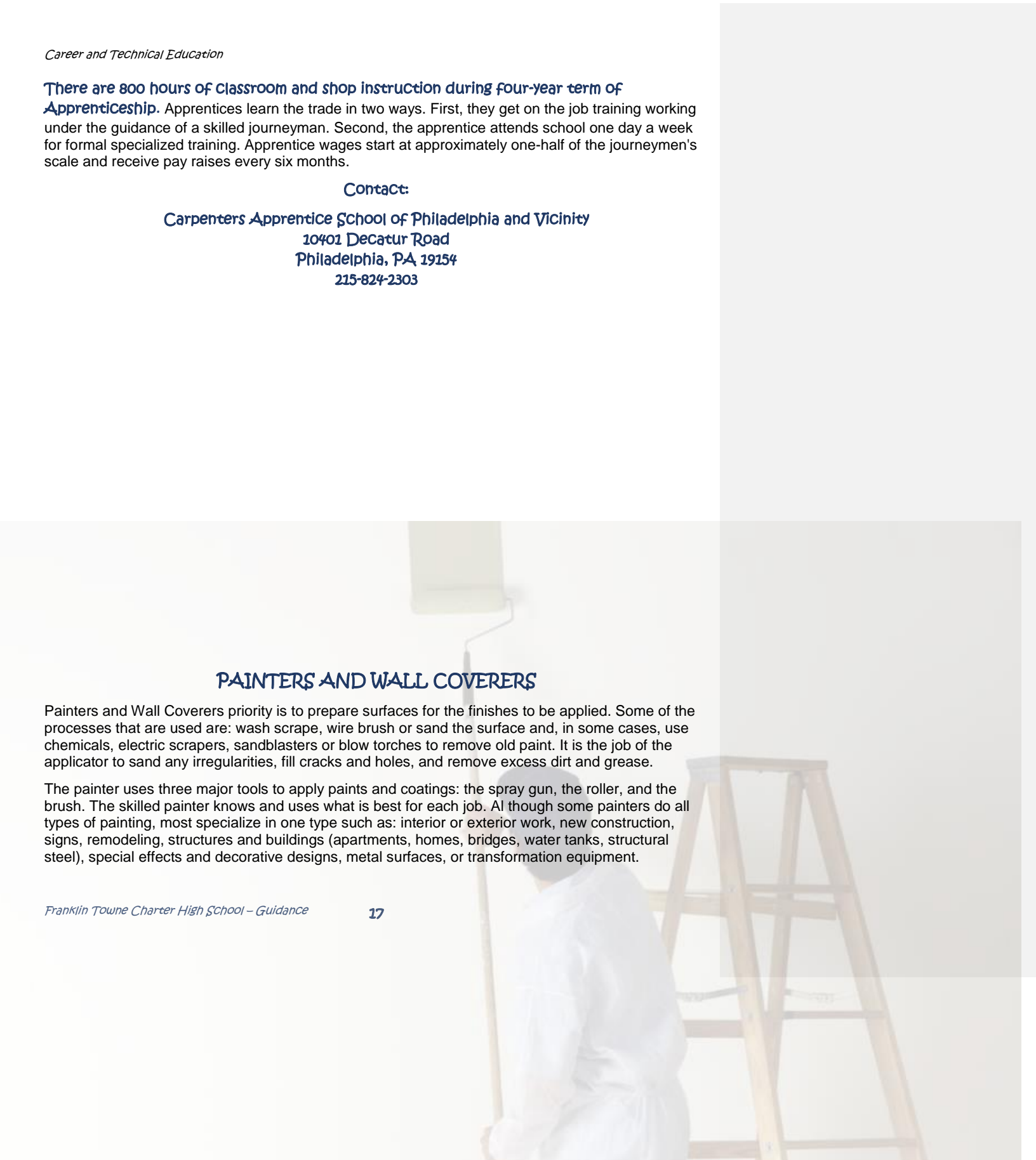
**Contact:**

**Carpenters Apprentice School of Philadelphia and Vicinity  
10401 Decatur Road  
Philadelphia, PA 19154  
215-824-2303**

## **PAINTERS AND WALL COVERERS**

Painters and Wall Coverers priority is to prepare surfaces for the finishes to be applied. Some of the processes that are used are: wash scrape, wire brush or sand the surface and, in some cases, use chemicals, electric scrapers, sandblasters or blow torches to remove old paint. It is the job of the applicator to sand any irregularities, fill cracks and holes, and remove excess dirt and grease.

The painter uses three major tools to apply paints and coatings: the spray gun, the roller, and the brush. The skilled painter knows and uses what is best for each job. Although some painters do all types of painting, most specialize in one type such as: interior or exterior work, new construction, signs, remodeling, structures and buildings (apartments, homes, bridges, water tanks, structural steel), special effects and decorative designs, metal surfaces, or transformation equipment.



### *Career and Technical Education*

The wall coverer measures the surface they are to cover and cuts the covering to fit. Next, they mix the adhesive, applies it to the back strip of the coverings, places the strip in correct position on the wall and smooths it with a smoothing brush or knife. He is very careful to match the paper's pattern, making sure the design continues from strip to strip without a visible break.

They may also estimate material, time and cost of each job, produce decorative designs, restore natural wood color by bleaching or refinishing, or apply special coatings. Working Conditions: Painting is strenuous work, requiring much walking, standing, reaching, kneeling, stooping, climbing and carrying. Occupational hazards include falls from ladder or scaffolds, and skin or throat irritations from paint fumes and thinners. Exterior painters lose some work time each year due to bad weather. Interior painters who work primarily on new construction may lose work time during slowdowns in construction activity

### **Working Conditions:**

Painting is strenuous work, requiring much walking, standing, reaching, kneeling, stooping, climbing and carrying. Occupational hazards include falls from ladder or scaffolds, and skin or throat irritations from paint fumes and thinners. Exterior painters lose some worktime each year due to bad weather. Interior painters who work primarily on new construction may lose worktime during slowdowns in construction activity.

## **PLASTERERS**

Plasterers apply and smooth wet plaster to interior walls and ceilings to form fire resistant and relatively soundproof surfaces which may then be decorated. They also apply stucco and synthetic stucco finishes to exterior of buildings and cast ornamental designs in plaster.

Plasterers may first apply a rough coat of scratch plaster to metal or gypsum lath. They use a hawk (a square plate of wood or metal) to hold a small amount of wet plaster and a trowel to apply it. To obtain a uniform surface, they apply a border of the desired thickness to the top and bottom of the section to be covered. When the borders have hardened, they fill in the area between them with one or two base coats of plaster. They then level the entire area to the exact thickness required and smooth the surface with a long, flat tool called a darby.

### *Career and Technical Education*

After this surface has dried and set a smooth or decorated finish coat is applied. A plasterer's work is varied in that each job presents different problems and conditions. Therefore, the work does not become monotonous. There are many different types of plastering, each of which must be learned and mastered, although a Plasterer may specialize in one class of work.

A plasterer's work is varied in that each job presents different problems and conditions. Therefore, the work does not become monotonous. There are many different types of plastering, each of which must be learned and mastered, although a plasterer may specialize in one class of work.

### **Working Conditions:**

Work is done both indoors and out. Surroundings are usually dirty and dusty or wet, and workers are exposed to extremes of temperature. Work involves considerable standing and stooping.

Possible injuries may result from falls from ladders or scaffolds, or lime burns of the hands or the eyes.

Please read the instructions carefully: any applications prior to February 1st or after March 15<sup>th</sup> will not be accepted; the application must be completed in its entirety; all required fees and documents must accompany the application. If you do not have everything required on the application, it will not be accepted no exceptions.

**Working Conditions:** Work is done both indoors and out. Surroundings are usually dirty and dusty or wet, and workers are exposed to extremes of temperature. Work involves considerable standing, stooping and kneeling.

#### **Contact:**

**Anthony Ditri, Apprentice & Safety Instructor**  
Telephone (215) 468-0238 or (215) 468-0235

**Plasterers Training Center:**  
NJ Training Center  
713 Cherry Street  
Gloucester City, NJ 08030

## **PLUMBERS**

Plumbing involves installation and repair of a wide variety of piping systems and equipment. Most of plumbing work is in the commercial segment of building construction. From layout (or design) preparation to the final installation of fixtures and equipment a plumber practices daily all the mental and physical skills acquired through a structured learning process during the five-year apprenticeship period. The layout and installation of piping materials, plumbing fixtures and mechanical equipment are learned on the job. Blueprint reading, drawing, trade math, related systems, theory and selected manipulative skills are taught in the related school program. The apprentice works under the direct guidance and supervision of a licensed plumber.

### Working Conditions:

Plumbing is hard, physical work, and is performed throughout the year, in all kinds of weather, inside and out. Ditch work, elevated work, often involving jobs in uncomfortable positions. Potential hazards require constant "Good Safety" attitude and practice.

### Requirements:

Applicants must come in person with a valid photo ID to obtain the application. Applicants must return the signed and completed application along with the testing fee by the return date. Applicants will then be notified by mail of the date they are scheduled for the test. The test is pass or fail. Applicants will again be notified by mail of the testing results. If the applicant passes the test they will be invited for an interview.

- Applications are available only once a year during the 2nd and 3rd weeks of January. Applicants must pick up the application in person and must present a valid photo ID to obtain the application.
- Applications are available on the following dates:
- Monday through Friday, January 8-12, 2018 from 8am - 4pm.
- Monday through Friday, January 15-19, 2018 from 8am - 4pm.
- Applications are due back no later than Friday, March 2, 2018. Applications will not be accepted after March 2, 2018.
- The application and all required paperwork must be completed and signed upon submitting to Local 690 along with the \$60.00 testing fee. The \$60.00 fee may be paid by check or money order only.
- The applicant may submit the application in person or by mail to Local 690 - all paperwork and check or money order must be received no later than March 2, 2018.
- Testing is scheduled for the 2nd week of April 2018. The applicant will be notified by mail of their scheduled testing date/time.
- Applicants will be notified by mail of the tests results.
- If the applicant passes the test they will be invited for an interview.
- Interviews will be scheduled for the 1st week of June 2018. Applicants will be notified by mail of their scheduled interview date/time.
- Applicants will be notified by mail if they are accepted into the program.

**Philadelphia Plumbers Union Local 690**  
**2791 Southampton Road**  
**Philadelphia, PA 19154**  
**Phone: (215) 677-6900**

## ROOFERS

Roofers install and remove roofs on buildings and other structures to make them waterproof and weatherproof. They may also waterproof or damp-proof walls and other building surfaces.

Roofers prepare some roofing materials by cutting roofing paper, shingles, or sheet to size and by punching, perforating, or shaping shingles, sheets, slate, or flashing. They align roofing material with the edge of the roof and overlap successive layers, fastening them with asphalt cement or nails.

To install composition roofs, the Roofer places overlapping strips of asphalt or impregnated felt on the roof, and applies coats of coal tar pitch or asphalt, to the surface.

### *Career and Technical Education*

To waterproof, the Roofer removes rough projections and roughs glazed surfaces, using hammer and chisel and applies waterproofing solution.

Tools used by Roofers include hammers, roofing knives, pincers, and caulking guns. Modern equipment has lessened the physical exertion formerly required.

Roofers, who complete apprenticeship, earn top wages as full journeyman. Benefits include Health insurance, vacation, pension, and annuity funds. As an apprentice you will be able to earn a good living while you learn the skills needed to become a fully qualified journeyman. Upon completion of the apprenticeship program you will have the skills to ensure a lifelong career, and the ability to work in locations anywhere in the United States.

### **Working Conditions:**

Work is done outdoors in all kinds of weather except when conditions are very severe. The Roofer does a great deal of climbing, kneeling, standing, and walking in high places. They must be alert to the danger of falling.

A Roofer should have no fear of height, a good sense of balance, and a better-than-average sense of safety for himself and his co-workers. They should enjoy working with their hands and accept working outdoors, sometimes under unpleasant working conditions.

Apprenticeship programs sponsored jointly by labor and management on the local union level supply employers with the highly skilled workers who apply the quality roofing and waterproofing systems that keep America's buildings dry. Apprentices learn their craft by training on the job under proper supervision and by studying technical subjects related to the roofing trade.

Once apprentices have learned the practical and technical aspects of the work, they graduate to journeyman status. Roofing apprenticeship programs generally run for three years.

### **Who Do I Contact in My Area?**

You can apply for apprenticeship by first contacting the Roofers and Waterproofers local union in your area or by contacting the United Union of Roofers, Waterproofers and Allied Workers, 1660 L Street N.W., Suite 800, Washington, D.C. 20036 or return to the home page on [unionroofers.com](http://unionroofers.com), click on "Want to Become a Member", complete the information form and click on submit. Program sponsors are selective, and the qualifications vary depending on location. Sponsors will look at your educational background, physical and mental capabilities and previous work experience.

For more information, email: [jimh@unionroofers.com](mailto:jimh@unionroofers.com)

## **SHEET METAL WORKERS**

Building a wide variety of products from sheets of steel, aluminum, copper and other alloys and install the finished products, Sheet Metal Workers are skilled in projects involving heating, air conditioning, ventilation of commercial buildings and private homes, including indoor air quality, energy management, service and repairs. Also, Architectural Sheet Metal including siding, fascia, flashing, gutters, and conductors, along with historical restorations, metal roofs, exhaust systems, and installation of kitchen equipment.

Workers work both in the field and in the shop utilizing mathematics and pattern layout development methods. They cut, bend, and shape sheets of metal. They use specialized fastening devices, such

### *Career and Technical Education*

as bolts, rivets, screws and solder. In addition, several applications of welding procedures are performed.

Sheet Metal Workers utilize hand and power tools and equipment including shears, breaks, punch and forming presses, edging and crimping machines, hammers and grinders. Workers are trained in the Testing, Adjusting and Balancing of mechanical systems as well as servicing them. Computers related to our industry are Computer Aided Drafting (CAD) and Direct Digital Controls.

Sheet Metal Workers use hand and power tools and equipment including shears, breaks, punch and forming presses, edging and crimping machines, hammers, grinders, etc. A Sheet Metal Worker is trained in the service of sheet metal and HVAC systems along with computers related to the industry- CAD Drafting, Direct Digital Controls Service Work, and Testing and Balancing.

### **Working Conditions:**

Work done on the job site requires the ability to climb ladders and to work from scaffolds. Working and sanitary conditions in shops are generally good, but on outside jobs, workers may be exposed to extremes of heat, cold or dampness and great heights.

### **Interest and Temperament:**

Sheet Metal Workers must be able to follow instructions and have a good working knowledge of math and mechanical drawing. They must understand blueprints and be able to maintain specific dimensions. They must also enjoy working with their hands and can think independently.

### **Sheet Metal Workers Local Union 19**

**1301 S. Columbus Blvd., Philadelphia, PA 19147**

**Phone: (215) 952-1999**

**[web@SMARTLU19.org](mailto:web@SMARTLU19.org)**

## **SPRINKLER FITTERS**

Sprinkler Fitters install, test, inspect and certify Fire Suppression systems of all types. A Fire Suppression system can be designed, fabricated, and installed for virtually all types of structures.

Apartments and homes are now being included thanks to life-safety awareness. The job requires a person with the ability to carry heavy pieces of pipe, tools, and/or materials. To have the ability to work in high places, in ditches, and to have the manual dexterity to handle the tools of the trade.

The Sprinkler Fitter reads and interprets blueprints, installs, repairs, and performs maintenance on all types of fixed piping Fire Suppression Systems. The work is hard and requires the dedication of an



### *Career and Technical Education*

intelligent and reliable person who can make a commitment to a very rewarding Career; both in personal satisfaction and financial capabilities.

#### **Working Conditions:**

Sprinkler Fitter work hard, in all types of weather, standing, walking, climbing, lifting, bending, kneeling, stretching. Unloading materials, working high, and rigging are also included.

#### **Apprenticeship:**

Apprenticeship training takes place over a five-year period. It involves 10,000 hours of instruction at union job sites, and a minimum of 880 hours of day and evening classes at a state-of-the-art training facility. The curriculum for the Apprenticeship Program covers material vital to the performance of the job with courses ranging from mathematics and economics to human relations and job safety.

During the course of the program an apprentice learns about the history of the labor movement, tools and their use, sprinkler theory and technology, rigging, hydraulics, water supplies, soldering and brazing, inspection and certification of sprinkler systems, fire codes and fire pumps, and many other vital subjects.

#### **Requirements:**

The recruitment, selection, employment and training of Apprentices will be without discrimination because of race, color, religion, national origin or sex. The Apprenticeship Program will be operated as required under applicable law and lawful regulations issued there under.

The minimum standards for eligibility to apply for the Apprenticeship Program of Sprinkler Fitters Local 692 are:

- The applicant must be at least 18 years of age and have a Birth Certificate available at the time of application.
- The applicant must present two forms of identifications, including one with a picture at the time of application.
- The applicant must be a high school graduate or equivalent and present Diploma or Completion Certification
- The applicant must be physically fit to perform work of the trade and must undergo a physical examination prior to work assignment.
- The applicant will be subject to an aptitude test and an oral examination.

**Sprinkler Fitters Local 692 Training Center**  
24004 McNulty Rd.  
Philadelphia, PA 19154  
Phone: (215) 673-9565

Visit <http://www.sprinklerfitters692.org> for more information

**STEAMFITTERS**

Steamfitters install and maintain pipes to carry water, steam, compressed air, gas, and fluids needed for processing, manufacturing, heating and cooling. They work on high and low pressure pipes, power stations, refrigeration or air-conditioning units, heating systems and services steam and hot water heating systems; air-conditioning and refrigeration systems; nuclear and fossil fuel power plants; industrial and commercial instrument systems; cross country pipe lines; chemical and petro-chemical plants; complete environmental systems in hospitals, schools, churches, high-rise office and apartment buildings; water and sewage treatment plants, food processing plants; pharmaceutical manufacturing plants; and most other installations requiring piping.

### *Career and Technical Education*

Works on scaffolding; climbs step ladders, works from building steel; works from platforms suspended from cranes.

Apprentices serve a five-year working apprenticeship. Each training year is divided into two - 6-month periods. Apprentices attend formal training classes one day (8 hours) every two weeks, for eleven class days each training period. Apprentices are assigned to work for signatory contractors by the Business Manager or Business Agents. Apprentices must meet training class attendance requirements and attain passing grades established by the Training Committee to be promoted to each successive training period.

#### **Working Conditions:**

Work is done indoors and out. It is dirty and noisy, and the worker is exposed to heat, cold, fumes and toxic odors. Work is active and strenuous with prolonged standing; much walking, reaching and lifting; and occasionally working in cramped or uncomfortable positions.

#### **Requirements:**

- Application Form
- Application Fee: a \$25.00 non-refundable money order made payable to "Steamfitters LU 420 Training Fund"; cash is not accepted
- Copy of Birth Certificate
- Copy of Driver's License; must be valid, state issued with photograph
- Copy of High School Diploma
- Official High School Transcripts, from any and all high schools attended
- High School Equivalency Graduate (GED) requirements (3): Copy of GED Certificate, Official GED Test Results, Official High School Transcripts, from any and all high schools attended.
- Completed and Signed Drug and Alcohol Policy Form: this form is included in the application packet; the witness signature indicated on the form can be signed by friend or family
- Copy of Military Form DD-214 Discharge Separation Form (if applicable)
- Completed Section 1 of Employment Verification I9 Form: this form is included in the application packet

Visit <http://www.lu420.com> for more information

## **WHARF AND DOCK BUILDERS**

This is a specialty trade that involves working with wood, steel, concrete, and plastic on land, in the water, and under the water. This trade not only designs and builds the sturdy bulkheads, docks, piers and cofferdams installed in the water, but also drives all types of piles in any soil, installs caissons, auger-cast pile and also under pin structures, when needed. Most of their work is heavy duty and done outside. Dock builders are experts at rigging, working with cranes, welding, and burning.

#### **Requirements:**

- Applicants must be a minimum of 17 years of age.

*Career and Technical Education*

- A copy of your high school diploma or GED is required before being accepted into the program.
- All apprenticeships are 4 years.
- All apprenticeships include both on-the-job training and classroom related training.
- Apprentice wages are based on a percentage of the journeyman rate.
- All apprentices receive a percentage increase based on hours.
- Journeyman fringe benefits include health and welfare, pension, vacation, and annuity.
- Apprentice fringe benefits are pro-rated with increases each year. (Each trade is different, based upon the collective bargaining agreement.)
- The application and testing period is in the spring of each year.
- The qualifying test consists of math related to the carpentry trades including decimals, fractions, and geometry.
- Successful applicants must secure a contractor to sponsor them as an apprentice for entry in the program.
- Drug testing is a requirement for entry and continued participation in the Apprentice Program.

**Call 215-824-2303 or visit the web site [www.carpentersofphila.com](http://www.carpentersofphila.com) for the most up-to-date application and testing information available.**

## PHILADELPHIA FIRE DEPARTMENT

### Fire Explorer

Fire Explorers is a program for teens and young adults interested in fire science, emergency medical services (EMS), disaster relief, emergency management, and military-related training. Fire Explorers will spend time learning about:

- Firefighting/EMS basics.
- Community risk reduction.
- Fire prevention education.

In addition, the Fire Explorers program of study helps young people get community service hours and develop the following skills:

- Leadership
- Teamwork
- Social and professional networking
- Self-discipline
- Self-respect

### Requirements:

You must be:

- 14 to 20 years old.
- Enrolled in at least 9th grade by the program's April start date.
- Willing to commit to two years in the program.
- Able to speak, understand, read, and write English.
- In good physical health and able to participate in physical activities.

To enroll, you need:

- A copy of your birth certificate.
- A copy of your most recent report card.
- A parent or guardian who will sign a consent form and attend an orientation if you are under 18.

Fire Explorer applicants who are over 18 but don't have a high school diploma or GED must be registered in a program geared toward the completion of a 12th-grade education.

### Expectations:

Explorers must wear uniforms and maintain a neat and polished appearance at all times. They receive classroom instruction and hands-on training in fire service procedures from local and state agencies. Explorers must maintain a passing grade in behavior and academics in school.

Fire Explorers meet at the Fire Academy every other Saturday from 9 a.m. to 5 p.m. from April through November. From December through March, Explorers might be requested to volunteer at certain events. Explorers who fulfill their two-year commitment receive points toward their civil service exams.

## PHILADELPHIA FIRE DEPARTMENT

### Firefighter

To become a firefighter, there are several steps to take. At each step of the process, some people are removed from consideration.

- A civil service examination. High scorers on the exam will be invited to the next phase.
- Department interviews, criminal investigations, background investigations, and a medical examination.
- A 24-week academic, practical, and physical training program at the Philadelphia Fire Academy. At the Academy, cadets learn basic firefighting and emergency medical services.

Once a person has completed training, they are sworn in as a firefighter and assigned to an engine or ladder company. Each new firefighter must complete a six-month probationary period.

### Salary and Benefits:

Pay increases as a firefighter's career progresses, and opportunities for advancement become available.

The yearly salary for a firefighter recruit in the Fire Academy is \$49,477. After graduating the Academy as a firefighter, you receive a pay increase. There are scheduled increases in pay to the present maximum of \$68,717 a year.

Overtime is paid at the level of time and a half. There are excellent opportunities for promotion, which include a raise in salary. Firefighters are paid biweekly. Salary does not include your annual uniform allowance or holiday time.

### Benefits:

- Healthcare coverage
- Retirement pension
- Deferred compensation (457b plan)
- Tuition reimbursement
- Paid vacation
- Paid training
- Career advancement

### Requirements:

- 18 years or older
- High School graduate or GED
- Ability to physically perform the duties and work in the environmental conditions required of the position.
- You have six months after being hired as a firefighter to move into the City of Philadelphia.
- All candidates must possess a valid Pennsylvania driver's license prior to appointment as a firefighter recruit. Anyone with a suspended or revoked license will not pass the background investigation. Any applicant who possesses outstanding fees for traffic violations in the City of Philadelphia must make payment arrangements with the Municipal Court's Traffic Division.

## PHILADELPHIA POLICE DEPARTMENT

The Philadelphia Police Department, also known as the PPD, is the nation's fourth largest police department, with more than 7,300 sworn and unsworn members.

Within Philadelphia, there are 21 police districts in 6 divisions which are housed under two Regional Operational Commands (ROC). The districts are commanded by Captains, the divisions are led by Inspectors and the ROCs are led by Chief Inspectors. The department is commanded by the Commissioner and his Executive Team of Deputy Commissioners.

Philadelphia Police Headquarters is in Center City near 8th and Race Streets. The recruit training facility is in Northeast Philadelphia.

### **Salary and Benefits**

Salaries begin at \$49,477 in the police academy and increase to \$51,245 after graduation from the Police Academy. The maximum amount of pay after all increases is \$64,459 per year.

Members of the PPD are covered under Blue Cross/Blue Shield Personal Choice Plan.

The Fraternal Order of Police administers the dental, prescription, and eye plans.

Health benefits begin when you enter the Academy.

### **Requirements:**

- High School Diploma or GED equivalent.
- Applicants must be 22 years old.
- You must pass the Nelson-Denny Reading test (at least a reading level of ninth grade).
- You must be a Philadelphia resident within six months after being promoted to an officer.
- You must have a valid driver's license prior to being hired.
- You must pass a medical examination and drug screening.
- You must pass a psychological evaluation.
- You must pass a polygraph exam.
- You must pass a physical fitness test (based off of age and biological gender).
- You must pass an extensive background investigation.
- You must be willing to work rotating shifts, carry firearms and work in dangerous situations.
- You must be a US Citizen at the time of appointment.

**Police Headquarters**  
**750 Race Street**  
**Philadelphia, PA, 19106**  
<https://www.phillypolice.com>

## PHILADELPHIA POLICE DEPARTMENT LOCAL DISTRICTS Contact Information

*2<sup>nd</sup> and 15<sup>th</sup> Districts:*  
Harbison Ave. and Levick St.  
Philadelphia, PA 19149  
215-686-3020  
[police.co\\_02@phila.gov](mailto:police.co_02@phila.gov)  
[police.co\\_15@phila.gov](mailto:police.co_15@phila.gov)

*8<sup>th</sup> District:*  
Academy Rd. and Red Lion Rd.  
215-686-3080  
[police.co\\_08@phila.gov](mailto:police.co_08@phila.gov)

*24<sup>th</sup> District:*  
3901 Whitaker Ave.  
Philadelphia, PA 19124  
215-686-3240  
[police.co\\_24@phila.gov](mailto:police.co_24@phila.gov)

*26<sup>th</sup> District:*  
E. Girard Ave and Montgomery Ave  
Philadelphia, PA 19125  
215-686-3260  
[police.co\\_26@phila.gov](mailto:police.co_26@phila.gov)

## POLICE EXPLORERS ACADEMY



### Career and Technical Education

The Philadelphia Police Explorer Cadet Program is designed to introduce young adult men and women 14 to 20 years of age interested in pursuing a career in law enforcement to the profession.

The program is structured to provide law enforcement training and experience to the Explorer Cadet through mentoring, classroom instruction, and hands-on training.

When Cadets reach their nineteenth (19) birthday and desire to continue in the field of law enforcement, they are encouraged to apply to the Philadelphia Police Department and participate in the testing process.

### Requirements

- 14-20 Years of Age
- Applicants who are 14 years of age must be enrolled in high school
- Applicants must be able to speak, understand, read and write the English language.
- Explorer Cadets who are under eighteen (18) years of age are required to have a signed consent form from their parent or guardian.
- Have no arrests or convictions which would prohibit employment as a police officer.
- Be in good physical health and be able to participate in physical activities.
- Physical Performance Standards
- Must maintain a passing behavior or character grade while in high school.
- Must be able to attend mandatory Saturday training sessions.

### Training Includes:

Rules and Regulations	Police history	Ethics & Moral Issues	PA Criminal Justice System
PA Crime Code	PA Motor Vehicle Code	Search & Seizure	Use of Force
Firearms safety	Report Writing & Note taking	CPR & First Aid	Handcuffing & arrest procedures
Patrol Procedures	Crowd & Traffic Control	Crime Scene Search	Tender age Search
Field searches	Control Substances Awareness	Building Raids	Accident Investigations
Graphic Art/sketches	Honor Guard Training	Water Rescue Training	Crimes in Progress (burglary & robbery in progress)
Radio procedures	Vehicle Investigations	Domestic Disturbances	

**Philadelphia Police Academy**  
8501 State Road  
Philadelphia, PA 19136  
215.685-8160  
[police.explorers@phila.gov](mailto:police.explorers@phila.gov)

## Find Something You Enjoy Doing, And Then Find a Way to Get Paid for Doing It!

There are several ways to gain information and experience in fields you might find interesting...<sup>\*</sup>  
Requirements

**Part-time Employment:** Part-time jobs offer many advantages beyond earning some extra money. They're also a way to gain experience in a particular field – experience that will allow you to judge whether you want to make the job your career. As a bonus, performing well will earn you good references for future jobs.

**Internships:** Internships are temporary working arrangements – usually offered to students – made with a company or organization. An internship can last a few weeks or a few months, can be paid or unpaid, and more often than not, be done for college credit. Completing an internship will give you valuable work experience, résumé credit, a good reference, and professional contacts.

**Temporary Help Firms:** Temporary help firms place career seekers in temporary positions within a company looking for help. The advantage of this arrangement is that you're not making a long-term commitment to the job, since the employer knows it's temporary. It's also a great opportunity to test your skills and to see if you like the type of work the company does. Plus, you can get a feel for several different jobs and fields in a short amount of time.

**Volunteer Work:** Volunteering is another way to gain experience in a field before deciding to pursue it as a career. It's also an opportunity to give back to the community while building your résumé. Many employers – especially those in the human services field – welcome volunteers who offer their time in exchange for work experience.

**Job Shadowing:** Shadowing a job allows you to directly observe someone at their work. You can observe firsthand the daily activities you would be performing in a particular job and learn what skills you would need to obtain it. Job shadowing also gives you a chance to ask any questions you might have about the job and how to prepare for it.

**Community Agencies:** If there is a YMCA, YWCA or a similar agency in your community, check to see what type of classes it offers. This is a way to gain exposure to a wide range of experiences, one of which could inspire you enough to consider a career in this field.

**School Clubs:** Many schools have clubs that focus on specific careers and cater to students' interests in those fields. Student clubs often host guest speakers, arrange workplace tours and sponsor trips to conferences and competitions – all of which are excellent opportunities for résumé building and networking.

<sup>\*</sup>Adapted from *The Pennsylvania Career Guide 25<sup>th</sup> Edition*

## Learning About That Job\*

### Internships:

- Gives potential employees the chance to see how the business operates.
- Lasts from one week to 12 months.
- Targeted to students and undergraduates.
- May or may not be paid.

### Mentorships:

- Allows for job shadowing with an experienced employee or craftsman.
- Permits you to see just what may be involved with a particular job.
- Great option for transferring institutional knowledge to the younger generation.

### Apprenticeships:

- Allows you to learn a skill or trade while working – usually a combination of on-the-job training and classroom learning.
- Often sponsored by local unions, especially for welding, plumbing, electrical, etc. However, there are apprenticeships in the health care, public safety and even IT fields.
- Paychecks are likely since you are learning while working.

### What Makes a Registered Apprenticeship Different?

- A registered apprenticeship (RA) is backed by the U.S. Department of Labor, who works with independent State Apprenticeship Agencies (SAAs) to administer the programs. To be eligible, you must be 16 years of age or older.
- 18 years of age for hazardous occupations. Depending on the program, there may be other qualifications needed such as physical ability and education.

\*Adapted from The Pennsylvania Career Guide 25th Edition

## Military Training and Careers in the Armed Forces\*

In today's world, there are hundreds of occupations from which to choose, and it's important that you spend time exploring all of the options available to you. The United States Armed Forces is one alternative to consider.

The U.S. military has changed dramatically over time. Today's military is more professional, more technologically-advanced, and offers more benefits and rewards than before.

Maintaining a strong national defense includes diverse activities as commanding a tank, running a hospital, repairing a helicopter, and programming a computer. The military provides full and part-time training and work experience for more than 4,100 different jobs.

In the military, you can learn marketable job-skills, make good friends, and develop a positive, winning attitude. The pay scale is competitive with many starting salaries in the private sector, and many allowances paid out by the military are tax-exempt. If a college education is one of your priorities, tuition support programs are one of the ways that the military can help you with the rising cost of postsecondary education.

In order to join the service, you must be 18 (or 17 with permission from your parent/guardian) and a U.S. citizen or legal immigrant holding permanent resident status. Most enlisted personnel need at least a high school diploma, while officers need a bachelor's or an advanced degree. Enlisting in the military is a major step in a person's life. Before you make a decision to join, gather as much information as possible about the branch of the service that interests you. Each one differs in the specific program, terms of duty and enlistment options.

**U.S. Army | 800-USA-ARMY | [www.goarmy.com](http://www.goarmy.com)**

**U.S. Navy | 800-USA-NAVY | [www.navy.com](http://www.navy.com)**

**U.S. Air Force | 800-423-USA-F | [www.airforce.com](http://www.airforce.com)**

**U.S. Marine Corps | 800-MARINES | [www.marines.com](http://www.marines.com)**

**U.S. Coast Guard | 877-NOW-USCG | [www.gocoastguard.com](http://www.gocoastguard.com)**

**Air National Guard | 800-TO-GO-ANG | [www.ang.af.mil](http://www.ang.af.mil)**

**Army National Guard | 800-GO-GUARD | [www.nationalguard.com](http://www.nationalguard.com)**

\*Adapted from *The Pennsylvania Career Guide 25th Edition*

## What to Do Before Your Senior Year Begins: \*

When in high school there's a lot to think about, especially during junior and senior years. This section of the Career and Technical Education Binder offers some help by giving a general to-do list that could be followed.

When dealing with specific matters, such as application or financial aid deadlines, pay particular attention to the college's requirements, rather than these suggestions. This list is more of a guide than actual rules.

- As a freshman you've taken the StrengthsExplorer interest assessment on Naviance to learn a bit about yourself. What are you good at? What do you enjoy doing?
- When you find a career path that interests you, learn more about it. You might find it's exactly what you want to do or find that the day-to-day work would bore you.
- Talk to your guidance counselor about your career options or prospective plans. Make sure you take classes that fit your career goals and that you are updating Naviance.
- Be sure to get involved in part-time or volunteer work and extracurricular activities. These can give valuable insight about yourself and look good on a résumé.
- Talk to your counselor about the Armed Services Vocational Aptitude Battery (ASVAB) test, especially if you plan to enlist in the military after high school.
- Attend college fairs, career fairs and job fairs. Franklin Towne holds college fairs every year. These are great ways to gain information on prospective careers, as well as network with people.
- Near the end of your junior year, review your transcript to make sure you will complete the classes you need to graduate.
- If you plan on going to college, begin to narrow down your list of choices during the summer between your junior and senior years.
- This will keep your application fees to a minimum down the road. Also, if you are considering a school out of the area, the summer might be a good time to make a campus visit.

\*Adapted from The Pennsylvania Career Guide 25th Edition

## If You're Going Right into the Workforce\*

Take a look at your StrengthsExplorer results in Naviance and talk to your guidance counselor to get an idea of what kind of work you would want to do. Do your interests lie in a career that offers apprenticeships?

Figure out and list your strengths, experiences and accomplishments. Also list any jobs you might have had in the past. Would your interests lead you to starting your own business?

Use your list of strengths, experiences and accomplishments to begin to assemble your résumé.

Make sure you've polished your résumé. The holiday break is a good time to put your résumé to use by getting a part-time job.

Work on planning a budget for yourself. Figure out what your expenses are likely to be and don't forget to budget for emergencies that can happen.

Update your résumé again, including your most recent part-time employment or extracurricular activities. Remember, you're about to step up to full-time employment, so think about what it is you want your résumé to say about you and revise it again.

Time to start learning even more about potential employers; research companies that interest you to see what kinds of jobs they offer and how you would fit into the company. This knowledge will come in handy when you are interviewing.

Talk to people you want to use as references. (Get their permission before using them). Teachers, coaches, counselors and employers are all good choices. Make sure to get a summertime or home phone number for those who will be on vacation.

Get ready to get a job. That sounds scary, but that's what you've been building up to all year long. Prepare some cover letters and practice interviewing, then get out there. Don't just jump at the first job that comes along. Be sure both your needs and your skills are being met.

\*Adapted from The Pennsylvania Career Guide 25th Edition

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