

APPLICATION PROCESS January 2012

Applications are given out twice a year (**January** and **July**). **One week only.**

An 18-month residency in our jurisdiction is required . You will be asked to verify residency by providing a valid driver's license/state issued photo ID* issued in the jurisdiction of Local 52., **Copies** of payroll stubs, rental receipts, utility bills, banking statements etc. **detailing** your name and address within our geographical jurisdiction for this time period (18-months). A variety of receipts are better to prove residency verification. Applications without such residential verification will not be accepted.

Note: **Possession of a valid Driver's License or State Photo ID Card issued by a state within the jurisdiction of Local 52 is MANDATORY! (For the 18-month period preceding the application date).*

Applications are to be filled out down to and including your signature & date. Nothing below the date is to be filled in!

After you have completed the application place all of your information in the provided manila envelope and seal it. Write your name, address and craft on the envelope and hand it in at the front desk. The Application Review Board will evaluate your submitted material.

Applications must be filed by a specified date in January or July during specified hours (see last paragraph of this document). **The application must be accompanied by a verifiable resume including references, dates', length of time etc within the jurisdiction of Local 52 for a 18 month period preceding the application date, a *non-refundable* filing fee of \$750.00 (Money Order, Bank Check or Cash – **NO PERSONAL CHECKS ACCEPTED**. *Payment should be payable to: LOCAL 52, I.A.T.S.E.*), proof of residence also for the 18-month period immediately preceding the application date (**including a valid driver's license or State Photo ID Card issued by a state within the jurisdiction of Local 52**), and a copy of your current *Certificate of Training* to operate aerial work platforms. If you do not currently possess this certificate, it must be obtained prior to taking the craft examination (information will be available re: this training course when you file your application). **If successful in all endeavors, \$500.00 of the application fee will be applied toward the Initiation Fee.****

If the Executive Board rejects the application during the initial evaluation, the filing fee will be refunded (minus a \$75.00 administrative fee).

If the application is accepted by the Executive Board during the initial evaluation, you have entered the qualification process and **no refunds** will be made subsequent to that time!! You will be notified when and where the test in your craft will be administered (March or September).

If you pass the test, your name will be put on the ballot to be voted upon by the general membership (balloting takes place at the April or October meeting).

If you fail the test, or are on the ballot but are not voted into membership, the initial filing fee entitles you to a second application (Note: Once you pass the craft test, it does not have to be taken again). If you have to file a third application, the fee will be \$200.00 for that cycle of two, and-so-on for each successive cycle of two thereafter.

Applications are valid for **one** test/ballot **only!** If you are unsuccessful on either the test or the ballot and wish to apply again, **a new application must be completed for each attempt!**

If you are successful in all endeavors (passing the test and being voted into membership), the following fees will be payable **before being sworn into membership:**

Initiation Fee	\$2500.00
Current Qtr. Dues & Insurance	64.25
One-time Benefit Fund Donation	<u>10.00</u>
TOTAL AMOUNT DUE	\$2574.25

The above fees must be paid by **BANK CHECK, CERTIFIED CHECK OR MONEY ORDER.**

Applications for the current cycle must be filed *in person* at the Local 52 Business Office from **Monday January 9, 2012** through **Thursday, January 12, 2012 9:00 am – 1:00 pm and Friday, January 13, 2012 9:00 am – 12 noon.** In order to be included in the next test and/or ballot, the application (along with **resume, documenting the previous 18 months in the CRAFT in which you are applying, PROOF of RESIDENCE, VALID DRIVER'S LICENSE or STATE PHOTO ID CARD, payment and certificate of training*) must be submitted at this time to the Local 52 Business Office.**

Further information re: the I.A.T.S.E. and Local 52 may be obtained at the following web sites.

www.iatse-intl.org

www.iatselocal52.org

* If you do not currently possess this certificate, it must be obtained prior to taking the craft examination. As a courtesy, information will be available re: this training course when you file your application. In any case, obtaining the required safety training is **your** responsibility!

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