

TRADESHOW & SIGN CRAFTS APPRENTICE ON-THE-JOB-TRAINING FORM

Month _____

Year _____

DATE	A	B	C	D	COMPANY NAME	JOB SITE	SUPERVISOR PRINT NAME	SUPERVISOR SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
					TOTAL OF EACH CATEGORY			
					END OF MONTH TOTAL / REASON FOR 0 HOURS			

APPRENTICE INFORMATION

NAME: _____

LAST 4 SSN: _____

I declare that the hours I am submitting are true and correct as I have entered above, and that if this document is turned in after the 10th day of the month it is due it will incur penalties as stated in the Rules and Regulations.

Apprentice Signature

Tradeshow Work Processes Are Listed On The Back

OJT slips must be turned into the Apprenticeship office monthly!
 They are due on the 1st of every month for the previous months work hours but OJT slips will be considered delinquent after 4:00pm on the 10th of every month and can be turned in directly at:
 400 Talbert St., Daly City, CA 94014, by fax at 650-871-8406 or by email to northam@local510.org.

IT IS YOUR RESPONSIBILITY TO SEE THAT THE JATC OFFICE RECEIVES YOUR OJT SLIP BY THE 1ST OF THE MONTH!

OJT's must be filled out correctly or they will be sent back to you and will not be counted as received until a properly filled out OJT form is received by the office.

A properly completed OJT will not be missing any of the following items:

- Month
- Year
- Location worked
- Full name printed
- Last 4 of social
- Signature
- All hours worked for the month listed in the proper category (if you turn in a blank one to have it in on time, you will not be allowed to turn in another later with hours)
- Category totals
- Month total
- Employers you worked for (This includes any day you work for two companies in one day, please circle which hours are for which company! If they aren't specified then it will be sent back as well.)
- Employer signatures (You must have signatures for both companies if you work for two separate companies in one day.)

APPRENTICE TRADESHOW WORK PROCESSES

<p>A. <u>GENERAL DECORATING</u>.....</p> <p>Taping booth lines, installing booth carpet and visqueen, placing backwall and ID signs, delivering, topping and skirting tables and floor layout.</p>	<p>1,350</p>
<p>B. <u>EXHIBIT INSTALLATION AND DISMANTLE</u></p> <p>Set-up and dismantle Pop-up (Skyline, Tigermark, Exponent, and etc.) Set-up and dismantle Custom Exhibits (hard wall structures, multi-level structures, etc.)</p>	<p>900</p>
<p>C. <u>EXTRUDED METALS</u></p> <p>Assemble and disassemble Extruded Metals exhibits and displays from such manufactures as GEM, MRE, Alluset, Agam, Octanorm, etc.</p>	<p>600</p>
<p>D. <u>MISCELLANEOUS</u></p> <p>Forklift, Ground Rigging, Sign Installing, Loading & Unloading Trucks.</p>	<p>750</p>