



Northeast Florida Builders Association  
Apprenticeship Program

103 Century 21 Drive, Suite 120 \* Jacksonville, Florida 32216  
(904) 421-0296 Fax (904) 721-3372

Applications for apprenticeship training through the Northeast Florida Builders Association will be accepted in the following trades:

CARPENTRY, ELECTRICAL, PLUMBING AND HEATING & AIR CONDITIONING

Apply in person as follows:

WHERE: Northeast Florida Builders Association  
103 Century 21 Drive, Suite 100  
Jacksonville, FL 32216

WHEN: Electrical, plumbing and heating & air applications accepted any weekday in February, April June, and in the first two weeks of July between 9:00 a.m. and 4:00 p.m.

Carpentry applications taken any weekday between 9:00 a.m. and 4:00 p.m. (year-round)

Applicants **MUST PROVIDE DOCUMENTATION** verifying they meet the following minimum qualifications. Applicants must have these documents with them at the time of application.

**APPLICANTS, CHECK YOUR DOCUMENTATION OF THE FOLLOWING REQUIREMENTS:**

- \_\_\_1. Be at least 18 years of age by time of application. Exceptions can be made for graduates of high school vocational education programs. (Driver's license will document)
- \_\_\_2. Be a high school graduate and provide diploma or G.E.D. certification by time of application.
- \_\_\_3. Provide two written letters of recommendation from two persons who have known applicant for more than three years and who are not related to the applicant.
- \_\_\_4. Provide proof of residency in jurisdictional area. (Driver's license will document)
- \_\_\_5. Be physically able to perform the work of the trade as detailed in job descriptions. (Read the job description)
- \_\_\_6. Have transportation. (Provide copy of vehicle registration to verify)
- \_\_\_7. Have and maintain a valid Florida Driver's License. (Provide copy of driver's license)
- \_\_\_8. Provide valid Social Security Card.

For the trades of electrical, heating & air and plumbing, an oral interview will be conducted with each applicant. In order to better your chance of being selected, if you do not have previous work experience, you must provide high school or college transcripts showing grades in math and English, or any construction-related classes.

- \_\_\_9. Veterans must provide a copy of their DD-214 (discharge paper).
- \_\_\_10. To receive credit for previous experience and/or training in the trade, the applicant must verify by means of written references that experience or training.
- \_\_\_11. To receive credit for high school math & English, the applicant must verify by submission of high school transcripts.

All documentation of the above requirements should be submitted at the time of application. If unable to provide all documents at that time, the applicants will be given a limited amount of time to provide all of the required paperwork.