

<<Current Date as Text>>

<<Name Last Comma First Proper>>

<<Address Street 1>>

<<Address City>>, <<Address State>> <<Address Zip>>

Application Number: <<Application Number>>

Application Date: <<Application Date>>

Interview Date: <<Interview Date as Text>>

Ranked Score: <<Rank Number>>

Date Placed on Ranked List: April 21, 2010

Dear Applicant,

The Far West ELECTRICAL JATC has updated its pool of applicants eligible to enter the inside electrician apprenticeship program based upon recent interview results. They may draw from this list when new apprentices are needed and may also accept new applications. The list will be revised as new applicants are interviewed in the future.

Your interview rank is shown above, along with the date you were placed on the list of eligible. New apprentices will be contacted in numerical order, and, whenever possible given two weeks notice as jobs become available. At that time you will be notified to give your present employer up to two weeks notice if needed. **DO NOT QUIT YOUR PRESENT JOB** until you have been instructed to do so.

Your name will remain on the eligible to hire list for a period of two years. If the program opens for applications during this time, you may reapply if you wish (see our website at www.farwestjatc.org for dates). In all cases, your most recent interview results will be used to determine your rank on the revised list of eligible.

It is the responsibility of the applicant to notify the training center of an address change as all notifications from the training center are by mail. Applicants who fail to respond to an apprentice job opportunity will be removed from the list.

Sincerely,

Far West ELECTRICAL JATC