

**APPRENTICE-SHARE WORKSHEET**

Legal Name of Company A:	
Legal Name of Company B:	
Legal Name of Apprentice:	
<b>ITA Registration Process, Roles and Responsibilities</b>	
1. Who will be responsible for keeping the hours of the apprentice?	2. Who will do the paperwork for registering everyone?
<b>Hiring Process</b>	
1. Will the apprentice be interviewed by both employers?	6. Will there be a formal application and interview process? Who will attend?
2. Will he/she be an employee already?	7. Will the employment contract and return-for-service agreement be used?
3. What is the process to hire? Will applicants be taken from resumes already received or will a separate posting be created?	8. Will an unemployed apprentice be considered? Does he/she have to be first year?
4. What is each employer looking for in an employee/apprentice?	9. Will a trades assessment be required and what education level is acceptable?
5. What will be the process to inform the applicant about Apprenticeship?	10. Who will acquire the Apprentice after the four years or as a journeyman will he/she still be a shared employee?
<b>Employment Scheduling</b>	
1. What is the time line to start the employee?	4. How will the apprentice share the time between the employers? Employer A: Employer B:
2. Have the employers evaluated work season and the busy and slow times?	
3. Has the apprentice had any input in the scheduling?	5. Will there be flexibility to change the schedule and how will the employers handle that?
<b>Wages &amp; Benefits</b>	
1. What will be the wages assigned to the Apprentice? Will it follow the ITA increment scale?	3. How will vacation payout and workers compensation be covered between employers?
2. Is there a Union Consideration between Employers and if so how will the discrepancy be handled so the Apprentice is paid fairly and equitably?	
<b>Tool Allowance</b>	
1. Will the Apprentice have an opportunity for a tool allowance and how will the employers handle the costs?	2. Will the Apprentice be able to move his tools from one employer worksite to another?
<b>On-the-Job Training, Supervision and Evaluation</b>	
1. Who will be assigned as the journeyman for each worksite? If there will be more than one, who will be responsible?	3. How will the employers coordinate evaluations so that everyone is informed?
2. Will the employer, journeyman or both be responsible for evaluation?	

<b>Apprenticeship Record Book</b>	
1. Will the Apprentice hold onto the Record Book or is the employer at the worksite responsible?	3. When the Apprentice goes for Apprenticeship Training will he take his Record Book to document the theory and tests?
2. How often will the Record Book be updated and discussed with the Apprentice?	4. Who will be responsible for updating the Record Book at the worksite?
<b>Apprenticeship Training, Scheduling and Costs</b>	
1. Will the Employers take care of the Apprenticeship Training costs or will the Apprentice?	3. Will the Apprenticeship Training rotate between employers every year so that the amount of training and work time is fair?
2. Will the employers have set the training schedule for the year and when and where will the apprentice go away for training?	
<b>Employers Roles and Responsibilities</b>	
1. Will the apprentice receive a copy of each employer's responsibilities?	
<b>Apprentice Roles and Responsibilities</b>	
1. Will the Apprentice's Roles and Responsibilities be discussed with all parties? Will they be formalized in writing?	2. If the Apprentice decides to terminate the Apprentice-Share agreement will there be consequence? And will there be considerations for extenuating
<b>Slow Periods, Seasonal Work</b>	
1. What will happen to the apprentice if there are slow periods or seasonal work with one of the employers?	
<b>Upgrade Training</b>	
1. Will the Apprentice have an opportunity to take part in upgrade training?	3. Who will pay for that training?
2. Can the apprentice take time off from the one job to attend specialized training at the other worksite?	

We have read, understand and agree with the terms of this Agreement and signed and dated copies will be distributed to each party

Date:
Signature of Employer A:
Signature of Employer B:
Signature of Apprentice:
Signature of Guardian if Apprentice is under the age of 19: