

## Apprenticeship Application Process

1. **INQUIRE:** Request an application packet from Vertical Options.
2. **APPLICATION PACKET:** Submit a completed application packet via mail or in person within 30 days of your request date.  
Application packet must include:
  - Completed check off list (provided to you when you request an application)
  - Apprentice Application
  - Resume
  - 2 professional references plus 1 personal reference (non-relative)
  - Proof of age (18 years minimum)
  - Copy of birth certificate
  - Official sealed/unopened high school transcript or high school equivalent and a copy of any post high school education certificates or transcripts
  - Copy of valid driver's license
  - \$15 application fee (cash, check, or money order made payable to Vertical Options)
3. **TESTING:** Eligible applicants will be required to take the following tests (*tests are subject to change at any time*):
  - Reading Comprehension
  - Basic Triple – Digit Math
  - Spatial Reasoning
  - Mechanical Reasoning
  - Problem Solving
  - Essay Question
4. **INTERVIEW:** Applicant will be scheduled for an interview if the above documents and tests are completed and successfully passed.
5. **APPLICANT SELECTION:** Once the interview has been completed, the applicant will be scored and ranked. Applicant will be notified of their score and ranking and will then be placed in the pool of eligible applicants. This pool will remain active for 2 years. Applicants will be offered employment based on the order of their rank in the pool of eligible applicants. Applicants selected from the pool must be capable of performing the work of the elevator construction trade. Applicants being accepted into the program will be required to pass a pre-employment urinalysis drug screening test and background check. Within 60 days of selection, applicant must submit proof of residency within 50 miles of downtown Spokane.