

AEJATC Work Assignment Requirements & Guidelines

Applying for one of our programs does not guarantee a job with one of our contractors. After your application is complete - you may REQUEST a work assignment from the training center jobs team by emailing JOBS@aejadc.org. Jobs are based on demand and availability. AEJATC will send you hiring instructions when something is available. Please review the information below:

REQUIRED Documents for the Hiring Process

Direct deposit information, State ID & Social Security Card

You must agree to and abide by the following:

1) The new hire process that starts at 7AM and can take anywhere from 4 - 6 hours.

2) You must have dependable transportation

****many job sites are not accessible with public transportation**

3) Work a minimum of 40 hours per week with potential overtime (sometimes on Saturdays)

Work 5 days/8hrs, 4 days/10hrs OR overnight (based on contractors' job openings)

Shift examples: 6AM -2:30PM / 7AM -3:30PM / 6AM -5:30PM / 8:30PM -5AM Sun -Thu

4) Pass a Drug Test

*****This may include a thorough search for any device meant to provide a fraudulent sample (urine); AND being closely observed while providing a sample**

*****If you have used CBD products with THC (ie-Delta 8 or 9) within 30 days of your screening, this can result in a non-negative / positive test result.**

*****If you are unsure that you can test negative for substances - you are encouraged to wait 30 days from use of such substances, and consider an in-home test before starting the hiring process. Testing positive will result in a 30-day minimum suspension from work and classes, and completion of a required substance abuse counseling program prior to being eligible to be assigned to another contractor.**

*****If you take any prescription or over-the-counter medications that could trigger a false-positive result - please disclose this to the testing facility. Click [HERE](#) for a list of drugs that can alter a drug screening.**

*****DO NOT leave the facility without providing an acceptable sample - this will result in an automatic "Positive" result**

5) Once you indicate that you are available, and are assigned to a contractor, you are expected to follow the instructions by the date that is posted. If you are unable to follow through with the hiring process on the date posted - you must contact us immediately. It is YOUR responsibility to check your emails regularly - and BE READY anytime after your listed date of availability.

6) While you are either a CW (Construction Wireman) or an Apprentice, quitting a job or being terminated with cause (absenteeism/tardiness, etc.) will result in having a hold for re-employment on your file until you are cleared by our Program Director. This can take up to a week or more, depending on the circumstances.

If you have any questions or concerns - please contact us at JOBS@aejadc.org.