

Trades Qualification Work Experience Form *Machinist*

This Work Experience Form must accompany the following;

- Trades Qualification Application and applicable fee
- Employer Letter(s) on company letterhead from past and present employers outlining;
 - ▶ exact dates of employment
 - ▶ total hours worked
 - ▶ brief description of duties performed and the employers signature
- * If it is not possible to obtain an Employer Letter(s) due to self-employment, an unknown address or business closure, a letter from the applicant outlining the employment details listed above is required.
- Any trade related certificates
- All documents must be submitted in one of the two official languages.

To apply for Trades Qualification, you **must** have worked a minimum of **6 years in the last ten years, (a total of 10,800 hours)**. The following information must be provided by the Trades Qualification Applicant.

Employer (Include Address)	Dates of Employment	Total # Hours
	From: To:	
	From: To:	
	From: To:	
	From: To:	

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The Blocks and Tasks listed below outline the full scope of the trade as defined in the Occupational Analysis. Please provide accurate percentages of time reflecting duties you have performed while on the job. The percentages you provide must add up to 100%.

Blocks and Tasks	Applicant's % of time reflecting duties performed on the job.
<ul style="list-style-type: none"> • Occupational Skills Includes: uses tools and equipment, basic welding equipment, organizes work, processes material, performs layout, material testing, and sequence of operation, maintains machines and tooling. 	%
<ul style="list-style-type: none"> • Benchwork Includes: selecting and using hand and power tools, assembling and disassembling mechanical components, and performing basic heat treatment operations. 	%
<ul style="list-style-type: none"> • Drill Presses Includes: setting up and operating bench, upright and radial arm drilling machines, their tools and attachments, operates drill presses. 	%
<ul style="list-style-type: none"> • Lathes Includes: setting up and operating lathe, plans sequence and sets up tooling accessories, speeds and feeds, operates lathes, turns and faces surfaces, cuts and turns eccentrics. 	%
<ul style="list-style-type: none"> • Mills Includes: setting up and operating horizontal, vertical and universal milling machines, cutters and attachments. 	%
<ul style="list-style-type: none"> • Saws Includes: setting up and operating power saws, makes straight and angle cuts, makes adjustments, cuts angles and irregular shapes. 	%
<ul style="list-style-type: none"> • Grinders Includes: setting up and operating surface, cylindrical and tool and cutter grinding machines, their related tools and equipment. 	%
<ul style="list-style-type: none"> • CNC Machines Includes: preparing manual parts programs; and setting up and operating NC/CNC machines. 	%
Percentage total	<div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> 100%

Name (Please Print): _____

Signature: _____ Date: _____

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