

# Trades Qualification Work Experience Form

## *Motor Vehicle Body Repairer*

**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%.

<b>Blocks and Tasks</b>	Applicant's % of time reflecting duties performed on the job.
<b>• Occupational Skills</b> Includes: preparing repair estimates; using and maintaining all shop hand/power tools and shop equipment including frame and measuring, welding and refinishing equipment.	%
<b>• Frame and Structural Components</b> Includes: assessing damage; and repairing and replacing structural components.	%
<b>• Outer Body Panels</b> Includes: assessing damage; and repairing and replacing panels.	%
<b>• Glass</b> Includes: repairing and replacing movable and fixed glass.	%
<b>• Mechanical and Electrical Components</b> Includes: diagnosing mechanical problems, repairing and replacing mechanical systems and component parts such as air conditioning, radiators, diagnosing electrical problems; and preparing and replacing electrical systems and component parts such as control computers.	%
<b>• Restraint Systems</b> Includes: inspecting, troubleshooting, repairing and replacing restraint systems and their component parts.	%
<b>• Refinishing</b> Includes: preparing surfaces, blending and applying paint including base and clear coats.	%
<b>• Detailing</b> Includes: assessing detailing requirements; and performing and inspecting detailing procedures.	%
Percentage total	<hr style="width: 100px; margin: 0 auto;"/> 100%

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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