

# Trades Qualification Work Experience Form

## *Partsperson*

**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 **4 years in the last ten years, (a total of 8,100 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: uses tools and equipment, uses catalogues and price lists, interprets orders, organizes work, and operates computers, organizes work and communicates with others.	%
<b>• Customer Service</b> Includes: serves retail, wholesale, internal customers and technicians, refers customers to experts, provides value added, and follow up services.	%
<b>• Parts Acquisition</b> Includes: identifies parts, searches and sources parts, identifies and purchases parts.	%
<b>• Warehousing and Inventory</b> Includes: handles parts and materials, manages inventory, shipping and receiving, maintains stock levels, rotates stock, verifies incoming shipments.	%
<b>• Business Practices</b> Includes: promotes products and services, prices products, processes financial transactions, customer warranty, day reports and payments.	%
Percentage total	<hr style="width: 100px; margin: 0 auto;"/> 100%

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

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

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