

Trades Qualification Work Experience Form

Sheet Metal Worker

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 **5 years in the last ten years, (a total of 9,000 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"> • Planning and Organizing Work Activities Includes: determining project requirements, estimating materials, tools, equipment, labour requirements and planning work activities. 	%
<ul style="list-style-type: none"> • Pattern Development Includes: layout out and developing patterns for sheet metal components using parallel, triangulation, radial line development methods using computer technology. 	%
<ul style="list-style-type: none"> • Rigging and Hoisting Includes: inspecting, maintaining and using rigging and hoisting equipment including scaffolds, ladders, harnesses, ropes, slings and related components. 	%
<ul style="list-style-type: none"> • Welding Processes Includes: cutting, joining and welding metals using plasma arc, spot weld, oxy-acetylene, arc, MIG, TIG and soldering and brazing parts. 	%
<ul style="list-style-type: none"> • Preparation of Sheet Metal Products Includes: using hand, power tools, power operated machines, equipment and mechanical fasteners, secures or seals components using cementing, glue and sealing agents. 	%
<ul style="list-style-type: none"> • Fabrication and Assembly of Ducts and Specialty Products Includes: fabricating ducts, roofing sheet metal products, material handling systems, air handling units, food service equipment and specialty products. 	%
<ul style="list-style-type: none"> • Installation of HVAC Systems, Materials and System Components Includes: assembling and installing ductwork, equipment and components for HVAC and dust/fume collecting systems; installing vacuum and material handling systems as well as metal roofing, capping and flashing, eavestrough, breeching, lagging and specialty products. 	%
<ul style="list-style-type: none"> • Servicing and Maintaining HVAC Systems Includes: repairing air handling, conditioning and distribution equipment; and balancing air flow in duct systems. 	%
Percentage total	<hr style="width: 100px; margin: 0 auto;"/> 100%

Name (Please Print): _____

Signature: _____ Date: _____

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