

Trades Qualification Work Experience Form

Tool and Die

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, organizes work, performs benchwork, maintains shop machines and shop tools. 	%
<ul style="list-style-type: none"> • Machine Setup and Operation Includes: plans machine operation, operates drill press, lathes, milling machines, power saws, grinders EDM and CNC machines. 	%
<ul style="list-style-type: none"> • Prototypes Includes: building prototype and verifying prototype. 	%
<ul style="list-style-type: none"> • Metallurgy and Materials Includes: heat treating materials and testing materials. 	%
<ul style="list-style-type: none"> • Jigs, Fixtures and Dies Includes: building, verifying, fixing and maintaining jigs, fixtures and dies. 	%
Percentage total	<hr style="width: 100px; margin: 0 auto;"/> 100%

Name (Please Print): _____

Signature: _____ Date: _____

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