Trades Qualification Statutory Declaration

Apprenticeship MANITOBA

Auto Body and Collision Technician

This form is to be completed by the applicant.

Information provided in this form will be verified.

Unless your work experience hours were gained through self-employment, Trades Qualification applications will not be accepted if they are only accompanied by a Statutory Declaration.

A. Applicant Name	**Name of the individual declaring their employment experience.**
Full name:	

B. Work History Information	**Indicate why a Statutory Declaration is required?**
❑ Applicant was self-employed **(references required)**	❑ Employer will not complete Employer Declaration
If you have been unable to obtain an Employer Declaration from your employer, please indicate below all the efforts that you have made to obtain an Employer Declaration. If sufficient evidence of steps taken is not provided, the application may not be approved.	

C. Work History Information			Enter the dates, title, total hours worked, and nature of employment for the period this declaration applies to.
Business Registration Number: (self-employed only)			
Name of Organization / Employer:			
Street address:	City:	Prov./State:	Country:
From (yyyy/mm/dd):	To (yyyy/mm/dd):	Job Title:	Total Hours Worked: (only hours on the tools)
Type of Employment: ❑ Full time ❑ Part time ❑ Self-employed			

Office use only:	Verified ❑ Yes ❑ No	Comments:	Signature:

Winnipeg
100-111 Lombard Ave. R3B 0T4
204-945-3337 Fax 204-948-2346

Manitoba

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D. Declaration of Job Tasks Performed RSOS 2019	❑ Check the "No" box if none of the tasks in the group were performed by you personally. ❑ Check the "Yes" box if you performed the tasks at the level of a journeyperson. Strike out any individual tasks not witnessed. Example: ~~Organizes Work~~.	
A – Common Occupational Skills **Includes:** Performs safety-related functions, Uses and maintains tools and equipment, Uses and maintains welding equipment, Organizes work and uses documentation, Uses communication and mentoring techniques, Removes and installs trim and hardware, Performs final inspections, Applies corrosion protection and sound deadening materials		❑ No ❑ Yes
B – Repairs frame and structural components **Includes:** Prepares for repair and replacement of structural components, Repairs, removes and installs structural components, Removes, installs and repairs structural and laminated glass		❑ No ❑ Yes
C – Repairs non-structural outer body panels and related components **Includes:** Removes, repairs and installs metal panels and components, Removes, repairs and installs plastic and composite panels and components, Removes and installs non-structural glass		❑ No ❑ Yes
D –Repairs mechanical, electrical and alternative-fuel system components **Includes:** Deactivates and reactivates alternative-fuel systems, Removes and installs mechanical components, Removes, repairs and installs electrical and electronic components		❑ No ❑ Yes
E – Repairs interior components and services restraint systems **Includes:** Repairs and replaces interior components, Services supplemental restraint systems (SRS)		❑ No ❑ Yes
F – Performs refinishing procedures **Includes:** Prepares surface, Uses repair materials, Prepares refinishing equipment, Prepares refinishing materials, Applies refinishing materials, Performs post-refinishing functions		❑ No ❑ Yes
G – Performs detailing and cleaning **Includes:** Details exterior, Cleans vehicle		❑ No ❑ Yes

E. Applicant Signature	**I certify that the information I provided is accurate.**
Signature:	Date: (yyyy/mm/dd)

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F. References

References must be provided for all Statutory Declaration forms.

Include with your completed Statutory Declarations the names and contact information of two people who can verify your work experience. This may include a co-worker, a supplier, a former employee, a contractor in the industry, or a regular, long term client. **Maximum of one reference per category.**

Each individual listed will be contacted by Apprenticeship Manitoba to verify the information provided in your application.

First Name _____ Last Name _____

Organization/Business Name _____ Position/Title _____

Relationship to Applicant _____ Phone Number including country code if outside Canada _____

Preferred language of communication _____ Email _____

First Name _____ Last Name _____

Organization/Business Name _____ Position/Title _____

Relationship to Applicant _____ Phone Number including country code if outside Canada _____

Preferred language of communication _____ Email _____