

APPLICATION DO'S AND DON'T'S

DO – Bring your application into our office any

MONDAY THRU FRIDAY
8:00 A.M. TO 4:00 P.M.

DO – If you are a high school graduate:

Have the school mail your transcripts to us at:

J.A.T.C. LOCAL 392
1300 CENTURY CIRCLE NORTH
SPRINGDALE, OH 45246

Or

If you bring your transcripts with you, **we only accept transcripts in the sealed envelope from the school.** “Issued to student” transcripts are not official.

DO – Show proof of any additional education or training.

DO – Include any letters of recommendation.

DO – Include copy of any certifications, such as OSHA, CFC, Welding.

DO – Include a Resume.

DO NOT – Mail your application.

DO NOT – Open your high school transcripts.