

Read this carefully; it contains critical actions required for your 2026 Apprentice Application. Steps reference the Application Flow Chart.

JATC Local 26 has engaged GAN Human Resources to manage the Inside Metro and Technology Services apprenticeship application process. This change is intended to enhance applicant selection and increase eligibility outcomes.

All applicants will be required to test on the GAN platform and fill out a GAN Personal Experience form.

Application policy changes:

- The GAN application process replaces the previous application system.
- Minimum score requirements for the aptitude test and personal interview have been eliminated.
- Official transcripts are no longer required.
- **All applicants who complete the GAN application process will be ranked and eligible for possible selection.**
- The **GAN Personal Experience Form (PEF)** replaces the personal interview.

Mandatory requirements for current applicants:

- **All current applicants must complete the GAN application process to remain eligible.**
- Scores from prior aptitude tests and interviews **will not transfer** into the GAN scoring system.
- Current applicants may complete the GAN application **at no additional cost**.
- **All applicants must:**
 - Complete the GAN Personal Experience Form.
 - Complete an in-person GAN aptitude test.

Required action to continue your application:

- This was sent only to applicants who have already started an application. **DO NOT START A NEW APPLICATION**
- **To acknowledge the new procedures and confirm you wish to continue, you must complete the GAN Acceptance Application currently open in your TradeSchool account by 3/02/26. (Step 1)**
- Once completed, you will receive an email link to begin the GAN application process from rpelagio@ganhumanresources.com or notify@datasltn.com with instructions on how to begin the GAN Personal Experience Form. (Step 3)

Personal Experience Form (PEF) policy:

- The PEF is used to document education and work history for ranking purposes; supporting documentation is critical.
- **Only information supported by uploaded documentation will earn points toward ranking.**
- Applicants should have supporting documentation ready ASAP (transcripts, diplomas, pay stubs, tax forms, military discharge papers, letters of recommendation, etc.). (Step 2)
- Documents previously uploaded to TradeSchool **will not transfer** and must be uploaded again.
- Once started, applicants have **two weeks** to complete the PEF. After two weeks, the form will close and be scored by GAN. The form cannot be reopened once closed. (Step 4)

Aptitude testing policy:

- The JATC will continue to manage aptitude test scheduling.
- **All applicants must complete an in-person GAN aptitude test. (Step 8)**
- Prior aptitude test scores **will not be considered**.
- The test battery assesses aptitudes in Numerical Computation, Reading, Mechanical Reasoning, Numerical Reasoning, and Paper Folding skills.
- Previous test scores will not be considered.
- Applicants who begin the PEF before **3/31/26** will be scheduled for testing. (Step)
- Test date and time will be sent to the applicant's email address on file in TradeSchool. (Step 6)
- Access the GAN aptitude test study guide at [GAN Human Resources](#) (Step 7)

Application deadlines:

- **3/31/26:** Deadline to open a GAN application for consideration in the 2026 selection cycle.
- Applications opened after this date will be considered for the 2027 selection cycle.

Action Items:

- Must complete the **GAN Acceptance Application** open in your TradeSchool account under the Application Tab to get started. (Step 1)
- Collect all required documents needed for your GAN Personal Experience Form. (Step 2)
- Monitor email and wait for login credentials to GAN and the PEF from rpelagio@ganhumanresources.com or notify@datasltn.com. (Step 3)
- Check your email from the JATC for your aptitude test date. (Step 6)
- Bring your GAN login information to the aptitude test. (Step 5)
- See the attached application flowchart in this email.

Helpful Hints:

- **Recommended elements for Letters of Recommendation:**
 - **Applicant Full Name**
 - **Applicant Title / Job Responsibilities (if from employer)**
 - **Relationship to Applicant**
 - **Employer Title / Position**
 - **Dates of Employment / Position**
 - **Applicant readiness assessment for apprenticeship**

If it is impossible to recover a required document, contact the JATC for help retrieving a copy stored in the TradeSchool database.

- **Trust the Source:** This process is new for everyone. Please do not rely on advice from coworkers or current apprentices; instead, refer to this email.
- **Read Carefully:** This is a comprehensive guide. We recommend reading it several times to ensure you have everything you need to move forward.
- **Contact Us:** Direct all questions to apply@jatc26.org.
- **Response Times:** Thank you for being part of this exciting new application process! Because so many are eager to start their journey, we are processing thousands of applications. Responses are processed in the order received. We appreciate your patience as we help guide you through the next steps of this competitive program.

William "Bill" Murphy
Director JATC 26