

Apprentice Instructions (See Sample Work Record)

Fill in the block with the number of hours spent in each work process that day. Fill in the blanks for total hours, job name, and location. If absent any days, the reason should be written in the column for that day. If unemployed, mark this across your card for that week. Sign the card.

This monthly report shall be mailed to the JAC no later than 2 days following the last work week of each month.

| SAMPLE WORK RECORD | | FIRST WEEK | | | | | | | TOTAL HOURS |
|--|--------------------------|-------------|---|---|---|---|---|---|-------------|
| | | S | M | T | W | T | F | S | |
| APPLYING MOLDED PVC (HOT) (COLD) | | | 4 | 4 | 4 | 8 | 8 | | 28 |
| APPLYING DUCT INS. (RIGID) (FLEXIBLE) | | | | | | | | | |
| APPLYING BLANKETS | | | | | | | | | |
| APPLYING BLOCK INSUL. (WIRE) (BANDS) (OTHER) | | | 2 | 2 | 2 | | | | 6 |
| CANVASING OR OTHER FINISH WORK | | | | | | | | | |
| MATERIAL HANDLING | | | | | | | | | |
| APPLYING JACKET MATL. (METAL) (OTHER) | | | | | | | | | |
| SHOP WORK (FITTINGS) (METAL) | | | | | | | | | |
| OTHER (SPECIFY) <i>Asbestos Removal</i> | | | 2 | 2 | 2 | | | | 6 |
| JOB NAME | <i>City Chemical Co.</i> | TOTAL HOURS | | | | | | | <i>60</i> |
| LOCATION | <i>Buckley, WV</i> | | | | | | | | |

Name *John Smith*

SSN *335-04-9364*

Employer *Taylor Insulation, Inc.*

Week Ending *6/12/90*

John Smith
Apprentice's Signature

