

TOOL AND DIE MAKER

STATUTORY DECLARATION OF WORK EXPERIENCE

SkilledTradesBC Customer Service
800 – 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

This form is used to declare work experience for periods during which you were self-employed, or a previous employer will not complete an Employer Declaration.

Note: Unless your work experience was gained through self-employment, applications must be accompanied by at least one Employer Declaration. For more information, see Instructions for Certification Challenge.

A “Tool and Die Maker” designs, constructs, tests and repairs production tools, cutting tools, jigs, fixtures, gauges and specialty hand tools by laying out, setting-up, machining, fitting and finishing using various metals, alloys and plastics. Tool and Die Makers produce tooling that is used to manufacture and stamp out parts and supply tooling and dies for all manufacturing sectors.

To qualify to challenge certification in this trade, individuals must have:

- hold **Machinist Certificate of Qualification with Interprovincial Red Seal Endorsement**,
- worked a minimum of **2,700 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D.

A. Applicant Name

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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B. Self-Employment or Employment Information of Applicant

Enter the contact information for your own business if you are self-employed or your previous employer who will not complete an Employer Declaration.

Name of Organization/Employer/Business:		Business Registration Number: (Self-Employment only)
Business Address (Street Name/Number, Building/Unit Number):		City:
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number: ()	Email Address:	Website:

Enter the dates and number of hours for this period of employment or self-employment. You may combine multiple periods of self-employment on one form, but you must separate periods of employment with different employers on separate forms.

Dates of Employment (MM/DD/YYYY): From: To:	Total Number Hours of Tool And Die Maker Experience Accumulated in Period:
Job Title of Applicant:	

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C. Reason for Statutory Declaration

Indicate why a Statutory Declaration is required for this period of employment:

- ☐ Applicant was self-employed ☐ Employer will/can not complete Employer Declaration

Applicants **must** attempt to contact current or previous employers to request an Employer Declaration to be filled out and signed.

If you have been unable to obtain an Employer Declaration for any portion of your non-self-employed work experience, **indicate the steps you have taken to try to obtain it.**

D. Statutory Declaration of Job Task Performance

By checking “Yes” or “No” in the Declaration Response column, indicate whether you have performed the job tasks listed below during the period indicated in Section B.

JOB TASKS (18)	DECLARATION RESPONSE	
Common Occupational Skills		
Performs Safety Related Functions	☐ Yes	☐ No
Maintains machine and Cutting Tools and Accessories	☐ Yes	☐ No
Organizes work	☐ Yes	☐ No
Performs Benchwork	☐ Yes	☐ No
Uses Communication and Mentoring Techniques	☐ Yes	☐ No
Operates Machine Tools		
Sets up and Operates Power Saws	☐ Yes	☐ No
Drill Presses	☐ Yes	☐ No

Enter the applicant's initials on every page of this form

I hereby certify, that to the best of my knowledge, the information I am providing is true and accurate.	Applicant's Initials:
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JOB TASKS (18)	DECLARATION RESPONSE	
Conventional Lathes	☐ Yes	☐ No
Conventional Milling Machines	☐ Yes	☐ No
Grinding Machines	☐ Yes	☐ No
Computer Numerical Control (CNC) Machines	☐ Yes	☐ No
Electrical Discharge Machines (EDM)	☐ Yes	☐ No
Performs Heat Treatment		
Heat treats materials and tests heat treated materials	☐ Yes	☐ No
Performs Design & Development of Prototypes and Production Tools		
Performs production tool design	☐ Yes	☐ No
Develops prototype	☐ Yes	☐ No
Fits and assembles production tools	☐ Yes	☐ No
Proves out production tools	☐ Yes	☐ No
Repairs and maintains production tools	☐ Yes	☐ No

E. Applicant Signature

I certify that the information I have provided is true and accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Applicant Name (please print):	Applicant Signature:	Date: (MM/DD/YYYY)
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F. References

Minimum of Three References must accompany **each Statutory Declaration form**. Include names and contact information of minimum three individuals who can attest to your hours and/or scope of trade. References listed must be related to the organization and period of employment listed in Section B of this form.

Each individual listed will be contacted by SkilledTradesBC to verify the information provided on your application.

1. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English ☐ Other (specify):	
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

2. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English ☐ Other (specify):	
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

3. Reference

Relationship to Applicant:		
☐ Former Employee	☐ Contractor	☐ Supplier
☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	☐ English ☐ Other (specify):	
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

Enter the applicant's initials on every page of this form

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