

EMPLOYER 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 of employment and must be completed by a **direct supervisor of the applicant**, who will be contacted by SkilledTradesBC.

Note: An Employer Declaration of Work Experience form must be completed for each period of employment.

This form is not to be used for periods of self-employment. For more information, see Instructions for Certification Challenge or Supervision and Sign-Off Authority.

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- worked a minimum of 9,720 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

Enter the name of the individual for whom this form is being completed.

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
B. Employment Inform	nation of Applicant	<u>'</u>
Enter the business information for	the applicant's period of employment declar	ared for this trade.
Name of Organization/Employer/Bus	siness:	
Mailing Address:		City:
D	le .	D
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number:	Website:	
Enter the dates and number of ho	ours for this period of employment.	
Dates of Applicant's Employment (M	M/DD/YYYY): Total Perio	Number Hours of Cabinetmaker Experience Accumulated in that
From:	То:	
Job Title of Applicant:		



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C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by SkilledTradesBC.

First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:		
Supervisor's Phone Number:	Supervisor E-Mail Address:		
Language(s) that the employer/supervisor can communicate: (check al	 that apply)		
☐ English ☐ Other (please spe	ecify):		
D. Supervisor Declaration of Job Task Perform By checking "Yes" or "No" in the Declaration Response column, inc personally witnessed the applicant performing the job tasks listed.	**	the applicant, h	ıave
JOB TASKS (71)		SUPER DECLAR RESPO	RATION
PERFORMS COMMON OCCUPATIONAL SKILLS			
Task-1 Performs safety-related functions			
Maintains safe work environment		☐ Yes	☐ No
Uses personal protective equipment (PPE) and safety equipment		☐ Yes	☐ No
Task-2 Maintains tools and equipment			
Maintains hand, portable power and pneumatic tools and	d equipment	Yes	☐ No
Maintains stationary power tools		☐ Yes	☐ No
Maintains automated and computer numerical control (CNC) equipment		☐ Yes	☐ No
Maintains finishing equipment		☐ Yes	☐ No
Task-3 Organizes work			
Interprets prints and drawings		☐ Yes	☐ No
Plans project		Yes	☐ No
Creates design		Yes	☐ No
Performs layout of cabinets, furniture and architectural millwork		Yes	☐ No
Task-4 Performs routine work practices			<u>I</u>
Handles materials, supplies and products		☐ Yes	☐ No
Enter the supervisor and applicant names (repeat on every page of	this form)		
Supervisor First and Last Name:	Applicant First and Last Name:		



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JOB TASKS (71)		SUPERVISOR DECLARATION RESPONSE	
Fabricates jigs and templates		☐ Yes	☐ No
Builds prototypes		☐ Yes	☐ No
Dry-fits components		☐ Yes	☐ No
Selects hardware		☐ Yes	☐ No
Selects adhesives and fasteners		☐ Yes	☐ No
Task-5 Uses communication and mentoring technique	ues		<u> </u>
Uses communication techniques		Yes	☐ No
Uses mentoring techniques		Yes	□ No
PERFORMS MACHINING			_
Task-6 Machines components using stationary and p	ortable power tools		
Breaks out solid wood	•	Yes	☐ No
Dresses solid wood		Yes	□ No
Shapes solid wood		☐ Yes	□ No
Breaks out sheet materials		— ☐ Yes	— □ No
Machines sheet materials		☐ Yes	□ No
Machines joints		☐ Yes	□ No
Performs preliminary sanding		☐ Yes	□ No
Task-7 Machines components using automated and CNC equipment			
Sets up automated and CNC equipment		☐ Yes	□ No
Operates automated and CNC equipment		☐ Yes	□ No
PERFORMS FORMING AND LAMINATING			
Task-8 Creates curved components using wood and	composite materials		
Builds forms		☐ Yes	□ No
Performs curved laminating		☐ Yes	□ No
Steam-forms wood		☐ Yes	□ No
Task-9 Laminates wood and composite materials			
Arranges materials for laminating		☐ Yes	☐ No
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JOB TASKS (71)		SUPERVISOR DECLARATION RESPONSE	
Applies adhesive for laminating			☐ No
Clamps pieces together			☐ No
INSTALLS VENEERS AND LAMINATES			
Task-10 Applies veneers			
Selects veneers		Yes	☐ No
Prepares veneer and substrate		Yes	☐ No
Adheres veneers to substrates		Yes	☐ No
Performs final cleanup of veneered panels		Yes	☐ No
Task- 11 Applies laminate sheets			
Selects laminate sheets		Yes	☐ No
Prepares laminate sheets and substrate		Yes	☐ No
Adheres laminate sheets to substrate		Yes	☐ No
Performs final cleanup of laminated sheets		Yes	☐ No
PERFORMS SHOP ASSEMBLY			
Task- 12 Assembles cabinets and furniture			
Assembles cabinet components		Yes	☐ No
Assembles furniture components		Yes	☐ No
Combines cabinet and furniture components into final assemblies		Yes	☐ No
Task-13 Assembles architectural millwork products			
Assembles architectural millwork components in shop		Yes	☐ No
Assembles architectural fixtures in shop		Yes	☐ No
PERFORMS FINISHING			
Task-14 Prepares surface for finishing			
Repairs imperfections		Yes	☐ No
Prepares parts for finishing		Yes	☐ No
Performs final sanding of surfaces		Yes	☐ No
Task-15 Finishes wood products			
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Prepares finishing materials			☐ No		
Applies finishing material manually		☐ Yes	☐ No		
Sprays on finishing material		☐ Yes	☐ No		
PERFORMS ON-SITE ASSEMBLY AND INSTALLATION	ON				
Task-16 Modifies products to site conditions	Task-16 Modifies products to site conditions				
Cuts access holes on site		☐ Yes	☐ No		
Scribes product to fit on site		☐ Yes	☐ No		
Task-17 Installs cabinets and countertops					
Performs final on-site assembly and fastening of cabinets	and countertops	Yes	☐ No		
Finalizes installation of cabinets and countertops		Yes	☐ No		
Task-18 Installs architectural millwork products and	mouldings				
Performs final on-site assembly and fastening of architect	_	Yes	☐ No		
Installs mouldings		Yes	□ No		
Finalizes installation of architectural millwork products ar	nd mouldings	Yes	□ No		
PERFORMS SPECIALIZED OPERATIONS					
Task-19 Builds stairs and balustrades					
Lays out stair and balustrade components		Yes	☐ No		
Machines stair and balustrade components		Yes	☐ No		
Assembles stairs and balustrades		 ☐ Yes	— □ No		
Installs stairs and balustrades		☐ Yes	□ No		
Task-20 Works with solid surface material and custor	m countertops				
Breaks out materials		☐ Yes	□ No		
Fabricates solid surface material		☐ Yes	□ No		
Installs solid surface material		☐ Yes	□ No		
Task-21 Creates decorative woodwork					
Performs marquetry		☐ Yes	□ No		
Performs carving		Yes	□ No		
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JOB TASKS (71)			DECLA	SUPERVISOR DECLARATION RESPONSE		
Performs woodturning				☐ Yes	☐ No	
Task-22 Restores woodwork					1	
Repairs woodwork for restoration p	ourposes			☐ Yes	☐ No	
Refinishes woodwork				☐ Yes	☐ No	
E. Supervisor Signature certify that the information I, as the current Collection and protection of personal informerotection of Privacy Act.)	or former direct supe ation on this form is i	ervisor of the applicant, ha n accordance with the pr	ave provided is true ovisions of the Free	e and accurate. (Nedom of Informati	lote: on and	
Supervisor name (Please Print):	Supervisor	Signature:	D	Oate Signed: (MM/I	DD/YYYY)	
	•		<u>.</u>			
Enter the supervisor and applicant names (re	epeat on every page o	f this form)				
upervisor First and Last Name:	. ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Applicant First and Last N	ame:			
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