

Tip Sheet to Help you Apply for an Apprenticeship at Boeing

Go to the Boeing Careers website at <http://www.boeing.com/careers> and type **apprentice** in the Quick Job Search & Apply search box as shown to the right. Do not type apprentice in the Keywords search.

The available apprenticeship programs will be displayed as shown in this example:

Apprentice -Machine Tool Maintenance Mechanic A	Hourly	Entry	WA Auburn	
			WA Bellevue	
			WA Everett	04/30/2011
			WA Kent	
			WA Mukilteo	
			More...	More...

You may only apply for one apprenticeship program, so click on the link for your preferred trade.

A description of the apprenticeship will be shown. It includes the Puget Sound area locations, the shift, a description of the position, and other information. Note the Requisition Number toward the top of the page. You can search for this specific trade more easily if you wish to come back to this website in the future.

You may print the page by clicking on the Print icon.



Note the closing date of 10/13/2011. This is the last date that you can apply for an apprenticeship during this application acceptance period.

To apply for the apprenticeship, click on the [Login to Apply for Jobs](#) button located at the bottom of the page.

Current Boeing Employees [click here](#)

New users, [click here](#) to register now.

E-mail Address

Password

[Login](#)

To change your password, [login](#) and select Account Update.
Have you [forgotten](#) your password?

- If you are new to the Boeing Careers website, click on the [click here](#) link and follow the registration steps.
- If you are a returning Boeing Careers website user, enter your email address and password and select Login.
- If you are a current Boeing employee, you may choose to use the Boeing Enterprise Staffing System (BESS) at <http://bess.web.boeing.com/index.jsp>; this link is only available within the Boeing intranet. However, you may continue to apply using the Boeing Careers site open to both Boeing and non-Boeing applicants.

Quick Job Search & Apply

Occupation

apprentice

Keywords

Job Req #

[Advanced Search](#)

[Search](#)

Tip: Some apprenticeships are listed by the target job upon graduation rather than the apprenticeship job title. These include:

- Cellular Manufacturing Machinist (General Machinist)
- Industrial Electronic Maintenance Technician (Electrical Maintenance Technician)
- NC Spar Mill Operator (Spar Mill Operator)

New User Registration

Enter your account information. If you are currently a student, you will be asked to complete some of your education information. Complete the Export Control Compliance Information section to determine if you are of "U.S. Person" or "Foreign Person" status. To qualify for an apprenticeship you must be of US Person status.

Complete the Government Conflict of Interest - Pre-Screen section and check the acknowledgment box.

By submitting this, I acknowledge that Boeing intends to rely on these answers. I certify that the answers I have provided to these questions are accurate to the best of my knowledge and belief. If questions 1 thru 4 are answered "No", completion of Parts I thru V are NOT required. *


Complete the Statistical Data section for gender or ethnicity. Note: You may decline to answer.

Complete the Education section. This is required if you are a current Student (College/University) or you have indicated that you are at Entry Level (Less than 2 Years of Experience).

Note your email notification preferences.

Complete the Job Preference section per the example shown below. Click the **Register** button.

Occupation (Occupation Definitions)	DA - Manufacturing
Job Type	Factory Hourly
Location	Washington
Experience Level	Entry
Keywords	Apprentice
City	All Cities
Region	North West
Country	United States
Virtual Office/Telecommute?	Do not use virtual status as part of search

If you receive any  icons, correct or add information in the areas noted.

Next, you must create an online resume. Click the Resume Toolbox link to begin.

You may create a new resume using Resume Builder, or you may cut-and-paste one you may have already created. Complete your resume; be as thorough as possible. When you have finished, click the **Update** button.

You will have a chance to go back and modify your resume. If you are satisfied, click the **Add Resume** button.

Applying for an Apprenticeship


Now that you have completed your resume you can apply for an apprenticeship. Go back to the Boeing Careers website home page, search for apprentice, and select your desired trade.

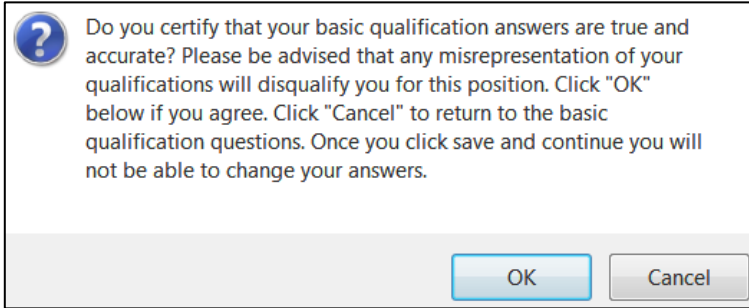
At the bottom of the page click the **Next Step: Basic Qualifications** button.

You will be asked one qualification question:

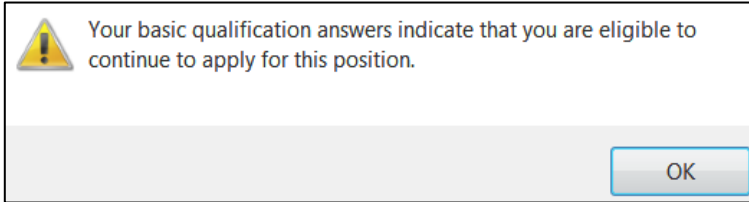
Have you successfully passed the Algebra Level 2 math requirement?

Please note: You **must** answer this question truthfully! Do not answer "yes" unless you have completed the required Algebra Level 2 course or the Algebra module of the IAM/Boeing math assessment. The course or assessment must have been completed within the past five years.

If you have completed the required Algebra, click the  button.



You will be asked: Click OK if you have completed the required Algebra Level 2 course or the Algebra math assessment. If you have not completed one or the other, click cancel and return when the required math has been completed.




Next, you will see this verification alert shown at left. Click OK again if you have completed the required math.

On the next screen, below the Job Description, is a drop-down box. Attach your resume here.

You will be asked to check the confirmation button. Click this box if you have accurately completed the Account Information, Export Control Status, Conflict of Interest Status, and Resume sections.

I confirm that the following are current: *

If you are satisfied, click the  button.

Preview your application and print a copy for your records. If it all look good, click the  button.

Congratulations! You have completed the initial step in applying for an apprenticeship at Boeing.

Next Steps

Within a day or two you will receive a "Resume Received" email notice from Boeing Enterprise Staffing System. This email is confirmation that you have successfully completed the initial step in applying for an apprenticeship at Boeing.

Within one week Boeing Global Staffing will provide your name and contact information to the apprenticeship office. Shortly after, you will receive an email message from the apprenticeship office staff with the IAM/Boeing Joint Apprenticeship application attached. Print the application single-sided (one page per sheet of paper). Complete the application and send it to one of the five locations noted on the last page of the application.

For additional help with the application process, you can contact one of the following apprenticeship committee members:

- Sherrie Williams: sherrie.e.williams@boeing.com or 425-965-3031
- Dallas Colton: dallas.m.colton@boeing.com or 206-250-9647

Upon receipt, applications must be received or post-marked by October 20th, 2011.

We wish you the greatest success!

