

## PLACEMENT AND REMOVAL OF APPLICANTS FROM RANKED LIST

1. Applicants who have been placed in a pool of eligibles shall be retained on the ranked list of eligibles for **two** years from date of application.
2. Applicants may be removed from the list at an earlier date by their request at any time.
3. Applicants who have been accepted in the pool of eligibles shall have 24 hours to respond to a job referral.
4. Applicants who fail to respond to or refuse two job opportunities shall be requested to attend the next JATC meeting to explain why they should not be removed from the list. Failure to appear will result in removal from the list.
5. Applicants will be removed from the list if address, email address, and/or phone number are not kept current with apprenticeship office.
6. Every 6 months applicants will be sent an interest letter asking if they wish to remain on the ranked list. Those who do not respond by the indicated deadline will be removed from the list.
7. All applicants shall be treated equally in determining job opportunities.
8. Any applicant removed from the ranked list for any reason other than applicant request, must wait for 1 year to reapply **and** the program must be open.
9. Apprenticeship office must be notified if applicant obtains employment with a registered MA 1038 training agent within days of employment.
10. All remaining applicants will receive notification if the program opens again. Supporting documentation can be submitted at this time. Remaining applicants who have responded to the interest letter will be re-ranked and re-scored with new applicants.