

OVER 100 YEARS
OF SERVICE



LOCAL UNION 18 IBEW

A full service union since 1893 4189 West 2nd Street, Los Angeles, CA 90004 Phone: 213-387-8274 Fax: 213-739-6937

JOB REFERRAL GUIDELINES

FIRST TIME SIGNING: You may sign the Job Referral Books on regular work days from **8:00 am to 5:00 pm.**

DISPATCHING: We dispatch by phone on regular work days from **9:30 am to 11:30 am.**

If we dispatch you, you will need: A valid driver's license and either your social security card, birth certificate, or passport.

You will receive a strike if: You don't answer the phone, you refuse the job, or we page you and you do not call us back within 3 minutes.

AFTER THREE STRIKES, YOUR NAME WILL BE REMOVED FROM THE BOOK.

IMPORTANT REMINDERS

Please frequently call the Dispatch Hotline (213.387.0669) for new updates about future dispatches.

On the day of a dispatch, please be sure you are available to answer the call from the dispatcher.

RE-SIGN: You must participate in re-sign from the 1st- 20th of every **January, April, July and October** while you are on the job book.

When using fax or email, it is your responsibility to confirm receipt of your re-sign. Please wait 24 hours before calling our office for confirmation.

Anything received outside of these dates will not be accepted.

During re-sign, submit all of the following:

(Print all information except signature.)

- Date
- Name
- Card Number or Social Security Number
(Last 4 digits of Social Security only)
- Phone Number (*only ONE allowed*)*
- Email address
- Book Number
- Classification
- Any specialty class, e.g. certified welder, etc.
(Applies only to JW, JL classifications)
- Signature (not required when emailing)

***We update the book to whatever phone # you submit.**

This information can be sent to us by:

E-mail (ibew18@ibewlocal18.org)

Fax (213.739.6937)

Personal Delivery or

*Regular Mail

***Local 18 is not responsible for lost or misdirected mail.**

IF NO RESIGN IS RECEIVED, YOUR NAME WILL BE REMOVED FROM THE BOOK.

GENERAL INFORMATION: The dispatch general hotline number is 213.387.0669. If we are hiring for any jobs, it will be recorded on this line.