



NYSDOL Use Only: Sponsor No. [ ]
[X] New Program [ ] Reactivation [ ] Revision [ ] Recertification

NYS Department of Labor
Apprentice Training

New York State
Registered Apprenticeship Training Program

APR 28 2022

Sponsor Information Sheet and Instructions

Central Office

Form AT 9 is used to collect data regarding sponsors and signatories for the New York State (NYS) Registered Apprenticeship Training Program. Please read the instructions on pages 3 and 4 before completing this form.

Section I

A. Sponsor name: Steinway Inc, dba Steinway & Sons

B. Trade(s): Piano Builder

C. Type of Apprenticeship Training Program (check one):

- 1. [X] Individual Non-Joint 2. [ ] Individual Joint 3. [ ] Group Non-Joint\* 4. [ ] Group Joint (JAC/JATC)\*

\*For sponsors of group programs only (3 and 4) - See instructions for signatory list submission information.

D. Name of entity completing this form: Steinway & Sons

E. Entity completing this form (check one):

- [X] Individual Employer/Sponsor [ ] Union [ ] JAC/JATC [ ] Association
[ ] Employer/Signatory company serving on the JAC/JATC, Board of Directors, or other governing body

F. Mailing address: Street: 1 Steinway Place

City/Town: Astoria State: NY Zip Code: 11105

G. Email: [redacted] H. Phone: (718) 204-3108 I. Fax: [redacted]

J. Federal Employer Identification Number (FEIN): [redacted]

K. NYS Unemployment Insurance Employer Registration (ER) Number: [redacted]

L. Is this entity required to report any employee wages under this FEIN to the NYS Department of Tax and Finance? [X] Yes [ ] No

M. Type of Entity (check one and provide attachments as noted in the instructions):
[X] Corporation [ ] Partnership [ ] Sole-Proprietor [ ] LLC [ ] LLP [ ] Other

N. How many years has your organization been in business? 160+

O. Within the past five (5) years, have you done business under a different name? [ ] Yes [X] No
If 'Yes', provide attachments as noted in the instructions.

P. If this is part of a new program application or if your entity is new to an existing program, within the past five (5) years, has your organization, any substantially owned-affiliated entity,\*\* any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been a sponsor of, or signatory to, a NYS Registered Apprenticeship Program? [ ] Yes [X] No
If 'Yes', provide attachments as noted in the instructions.

Section II

Complete all questions, (1 - 10), in this section and provide attachments as noted in the instructions.

Within the past five (5) years, has your organization; any substantially owned-affiliated entity,\*\* any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been the subject of:

- 1. Any conviction for a crime under state or federal law? [ ] Yes [X] No
2. Any indictment or pending indictment for conduct constituting a crime under state or federal law?... [ ] Yes [X] No
3. Any grant of immunity for conduct constituting a crime under state or federal law?... [ ] Yes [X] No

\*\* For the definitions of a 'substantially owned-affiliated entity' see the end of Section I in the instructions.

4. Any suspension, bid rejection, or disapproval by any governmental entity of any proposed contract or subcontract for lack of responsibility, or denial or revocation of pre-qualification for any bid in any state or municipality, or a voluntary exclusion agreement?.....  Yes  No
5. Any federal, state, or municipal debarments, including Workers' Compensation or Public Work?.....  Yes  No
6. Any pending or open investigation of a possible violation, or determination of a violation of any federal law or regulation including, but not limited to, investigations by the National Labor Relations Board (NLRB) or the United States Department of Labor (USDOL) Wage and Hour Division?.....  Yes  No
7. a. Any pending or open Occupational Safety and Health Administration (OSHA) investigation?.....  Yes  No  
 b. Any OSHA citation that resulted in a final determination classified as serious, willful, or repeat?  Yes  No
8. a. Any pending or open investigation of a possible violation, or determination of a violation of New York State law or regulation, any other state law or regulation, or any municipal law or regulation including, but not limited to, investigations by the Bureau of Public Work, the Division of Safety and Health, or the Division of Labor Standards?.....  Yes  No  
 b. If 'Yes', was the violation determined to be willful?.....  Yes  No
9. Any investigations, claims, or lawsuits before the US Equal Employment Opportunity Commission (EEOC), USDOL Office of Federal Contract Compliance Program (OFCCP), NYS Division of Human Rights, federal or state courts, or local Civil Rights Commissions?.....  Yes  No
10. Any stipulations, settlement, consent order, or like agreement involving any state, municipal, or federal enforcement action (judicial or regulatory) **other than those covered above**?.....  Yes  No

**After completing Sections I and II, you must sign Section III, and have it notarized.**

**Section III**

**Certification** – I, the undersigned, recognize that I submit this questionnaire to permit the New York State Department of Labor to review the background of the applicant, sponsor, union, or signatory employers and association(s) serving as a member of the JAC/JATC or other governing body at the time of new program application, during program probation, at recertification, or as otherwise deemed appropriate by the Department.

I certify:

- That the Department may use its sole discretion to choose the means to determine the truth and accuracy of all statements made herein.
- That intentional submission of false or misleading information may constitute a Class A misdemeanor under Penal Law (PL § 210.35), and may be punishable by a fine of up to \$1,000 (PL § 80.05(1)) and/or imprisonment of up to one year (PL § 70.15(1)).
- That the information submitted in this questionnaire and any attachments is true, accurate, and complete.

The undersigned recognizes that any adverse information uncovered regarding any applicant, sponsor, signatory, or union participating in a Joint Apprenticeship Committee, or other sponsoring association, may adversely affect the sponsor's application request or program. Signing this document constitutes permission to release this information (including UI information) concerning the entity completing this form to the program sponsor.

Signature of CEO, Chair, or representative granted legal authority to bind the Entity: Jana Helmrich Date: 02/16/2022  
 Print name and title: Jana Helmrich Vice President Human Resources for Steinway Americas  
 Sworn to me this: 16<sup>th</sup> day of February, 2022 Signature of Notary Public or Commissioner of Deeds: [Signature]



Robert J. Stein  
Notary Public, State of New York  
No. 01ST6117302  
Qualified in Suffolk County  
Commission Expires 10/25/2024



AUG 19 2022

Apprentice Training Program Registration Agreement

NYC

Revision

Nature of Change: New Program Development

State Use Only
AT Sponsor No.
ATP Code 46-614 H
Effective Date of AT Program

- 1. Name of Sponsor: Steinway, Inc
2. Mailing Address: 1 Steinway Place Astoria NY 11105 Queens
3. Actual Address:
4. Telephone No.: 7182043108
5. E-mail Address:
6. Trade/Occupation: Piano Builder
7. No. Employees: 288 No. Apprentices: 0 No. Journeyworkers: 193 8. Ratio: 1:1, 1:1
9. DOT Code: 10. Length of Program: Hybrid months
11. Apprentice Probationary Period: 6 months 12. Work process: Standard or Revised
13. Minimum Journeyworker Rate: \$20.02 per hour 14. Effective Date of Wages: September 1, 2022

15. Apprentice wage progression for each period - in months (M) or hours (H)

Table with 10 columns (1-10) and 3 rows (M/H selection, H/12 selection, Wage amount) for apprentice wage progression.

16. The sponsor agrees to comply with the provisions on this side and on the reverse of this agreement.

17. Signature of Official Sponsor Representative (Jana Helmrich) Date 8/11/22
18. Signature of Union Representative Date

19. Signature New York State Department of Labor Date

FEB 14 2022

NYC

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Department  
of Labor

Apprenticeship Training Program

Sponsor Code \_\_\_\_\_

Trade Code 46-614 H

NYS Department of Labor  
Apprentice Training

**Related Instruction Availability**

Trade: Plano Builder

Sponsor Name: Steinway & Sons

APR 28 2022

Sponsor Representative: Jana Helmrich

Central Office

Sponsor Address:

No. & Street: 1 Steinway Place City: Astoria

County: Queens State: NY Zip Code: 10075

Sponsor Telephone No.: 718-204-3108

Proposed Number of Apprentices: 4

**AT Office**

Name: New York State Department of Labor Workforce Solutions, Apprenticeship Unit

No. & Street: 9 Bond Street, Room 4570

City: Brooklyn State: NY Zip Code: 11201

Apprentice Training Representative: [Redacted] Date Prepared: 3/2/22

Related instruction is not available.

Related instruction is available at:

**School**

Name: Steinway & Sons

No. & Street: 1 Steinway Place

City: Queens State: NY Zip Code: 11105

School Representative Contact Information:

Name: Jana Helmrich

Telephone No.: (718) 204-3108 Email: jhelmrich@steinway.com

**School**

Name: \_\_\_\_\_

No. & Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Representative Contact Information:

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**DLEA**

Name: [Redacted]

No. & S: [Redacted]

City: Somerville State: NY Zip Code: 11934

Signature of DLEA: [Redacted] Date Prepared: 3/2/22



MAR 10 2022

Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: Steinway & Sons

Located at: (Address) 1 Steinway Place Astoria, NY 11105

Is presently accepting applications for Apprenticeship Training Positions: List estimated number of openings: \_\_\_\_\_

In the occupation of: (List Trade) Piano Builder

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

High School, TASC or GED

Minimum Qualifications

Minimum Age: 18 Minimum Education: \_\_\_\_\_

Physical Condition: Be physically able to perform the work required as determined by:

Requires high degree of physical effort in lifting and moving pianos and materials; must be able to lift 50 lbs.

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other: Good working with tools, strong hand eye coordination

Other:

Other:

NYS Department of Labor  
Apprentice Training

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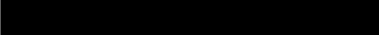
Central Office

Application forms may be obtained: From: \_\_\_\_\_ To: \_\_\_\_\_

Name: Steinway & Sons

Address: 1 Steinway Place Astoria, NY 11105

Days: \_\_\_\_\_ Times: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: 

Special Instructions:

Applicants should complete online application and attach a resume. Finalists will need to provide 2 references.

All Applications Must be (please check)  Received  Postmarked No Later Than: \_\_\_\_\_



**Selection Standards and Evaluations**

MAR 10 2022

Name of Candidate: \_\_\_\_\_ Trade: Piano Builder

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: NYC

Only those checked apply.		Maximum Points Allowable	Number of Years Credited	Score	Total
<b>Educational Achievement</b>					
<input type="checkbox"/>	Points for Each Year of Education Past Grade _____ or Equivalent as Recognized by Local Educational Authorities				
<input type="checkbox"/>	Points for Each Year of Related Technical Education Past Grade _____ or Equivalent as Recognized by Local Educational Authorities				
<input type="checkbox"/>	Points for Each Trade Related Adult or Continuing Education Course Completed				
<input type="checkbox"/>	Other: _____				
<b>Work Experience</b>					
<input type="checkbox"/>	Points for Each Year of Trade Related Work Experience				
<input type="checkbox"/>	Points for Each Year of Active Military Experience				
<input type="checkbox"/>	Points for Each Year of General Work Experience				
<input type="checkbox"/>	Other: _____				
<b>Seniority</b>					
<input type="checkbox"/>	Points for Each Year of Employment with The Sponsoring Firm				
<input type="checkbox"/>	Other: _____				
<b>Job Aptitude</b>					
<input type="checkbox"/>	Name of Aptitude Test: _____				
	Administered by _____				
<input checked="" type="checkbox"/>	<u>70</u> Other: <u>mech (range 0-70)</u>	70			
<b>Oral Interview: Not to Exceed 40% of Total Score</b>					
<input checked="" type="checkbox"/>	<u>0-7.5</u> Ability to Communicate	30			
<input checked="" type="checkbox"/>	<u>0-7.5</u> Willingness to Accept Obligation of Apprenticeship	7.5			
<input checked="" type="checkbox"/>	<u>0-7.5</u> Ability to Reason and Comprehend	7.5			
<input checked="" type="checkbox"/>	<u>0-7.5</u> Interest and Motivation	7.5			
<input type="checkbox"/>	Other: _____				
<input type="checkbox"/>	Other: _____				

Total Allowable Points →

100	Total Score →	
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Evaluated by: \_\_\_\_\_  
(Name)

Rank \_\_\_\_\_  
Date: \_\_\_\_\_

Sponsor Name: Steinway & Sons

APR 28 2022

Sponsor Address: 1 Steinway Place Astoria, NY 11105

Central Office

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NEW YORK STATE OF OPPORTUNITY  
Department of Labor

www.labor.ny.gov

NYS Department of Labor

Apprentice Training

NYS Department of Labor  
Apprenticeship Training Office

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Central Office

NYC

## Non-Discrimination Plan (Short Form)

A. **Equal Opportunity Pledge:** Our company recognizes that all persons shall have equal opportunity in employment and apprenticeship training, and agrees to adhere to the following:

The recruitment, selection, employment, and training of apprentices during the apprenticeship shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status, or arrest record. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30; Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 600; and the Americans with Disabilities Act of 1990.

B. **Sexual Harassment Prevention Policy:** Our policy is that sexual harassment is **prohibited**. This policy applies to internal activity towards employees, interaction between employees and actions and treatment directed towards employees, from any person or persons at the worksite whether or not they are employees of this organization.

Equal Employment Opportunity Commission (EEOC) guidelines provide that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

When an employee has a complaint of sexual harassment, the complaint should be brought promptly to the attention of his/her immediate supervisor, or to the next level of supervision. These persons have the authority and responsibility to resolve the complaint. If the complaint is not satisfactorily resolved, the employee has the right to contact the NYS Division of Human Rights and the Federal Equal Employment Opportunity Commission. The complaint will be investigated; if substantiated, prompt action will be taken to stop the harassment immediately and prevent recurrence.

If an employee is an **apprentice**, the program's apprenticeship administrator and the NYS Apprenticeship Director **must** be notified of the complaint.

C. **Minimum Qualifications and Selection Standards:** It is agreed that the minimum qualifications and selection standards utilized will be those listed on form AT 505, Apprentice Training Recruitment Notification and Minimum Qualifications, and form AT 508, Selection Standards and Evaluations, on file with the Department.

D. **Recruitment:** It is agreed that the sponsor will recruit applicants for apprenticeship by (Check One):

- Listing all apprentice openings with the NYS Job Bank (<https://newyork.usnlx.com>) for a minimum of five full working days before selections are made.
- Limiting recruitment to present employees of the sponsor and/or union members of the union sponsoring the apprenticeship program. Resulting vacancies will be listed with the NYS Job Bank (<https://newyork.usnlx.com>). Recruiting apprentices by methods other than those above. A detailed statement of the recruitment method must be attached and approved by the Commissioner of Labor prior to being used.

On behalf of the sponsor, I certify that it is our intent to fulfill these Equal Opportunity Standards.

Signature of Sponsor: \_\_\_\_\_

The above signature must be the employer's Chief Executive Officer or the Chair of the Joint Apprenticeship Committee or their authorized representative.

Date

JANA HELMRICH

VP HR

Print Name and Title

Approved by: \_\_\_\_\_

New York State Department of Labor

Date

Sponsor Name

STEINWAY + SONS

Sponsor Code \_\_\_\_\_

No. of Apprentices

4

Trade(s)

PIANO BUILDER

Trade Code(s)

46-614 H