

Instructions for apprentices: Applying online for unemployment benefits

This document is intended to help you through questions in the application that often are confusing in situations that include apprenticeships.

Go to esd.wa.gov and log into your eServices account. Another [userguide](#) can help you through the process of creating an eServices account if you don't already have one.

NOTE: You must use a desktop or laptop computer to apply for benefits. You can't apply using a mobile device.

1. Select **Apply for benefits** or **Submit an application** to start. One of the two links will appear, depending on if you have applied for benefits before.



2. Follow the directions on each page to complete the application.
NOTE: Fields with an orange triangle in the corner are required.

3. When you get to the **Employer details** page, employers you worked for or who reported earnings for you during your base year will display, one at a time. If an employer is listed that you did not work for, select **I did not work for this employer**.

The screenshot shows a web form titled "Washington employer:". The "Employer details" section includes the following fields and options:

- Employer's name: [Text input field]
- Address: [Text input field]
- What date did you **start** working for this employer?: [Required] [Date picker]
- What date did you last **physically** work for this employer?: [Required] [Date picker]
- Why did you separate from this employer?: [Required] [Drop-down menu]
- Have you applied for or are you receiving retirement pay from this employer?: [Yes] [No] [Required]
- What was your average gross income for this employer?: [Required] [Text input] Per [Hour] [Week] [Month] [Year]
- How many hours a week did you work, on average?: [Required] [Text input]

At the bottom of the form, there are buttons for "Save", "Cancel", "Previous", and "Next". A checkbox labeled "I did not work for this employer" is located to the right of the name and address fields.

Answer all the questions for each employer you did work for. For the question, **Why did you separate from this employer?** a drop-down menu displays.

The screenshot shows a drop-down menu with the following options:

- Required
- Currently working full time
- Currently working part time
- Currently working reduced hours(partially employed)
- Fired
- Laid off due to lack of work
- Leave of absence
- Quit
- Shared work reduced hours
- Strike/lockout
- Suspended
- Temporarily out of work to attend mandatory apprenticeship training

Select **temporarily out of work to attend mandatory apprenticeship training** if that is the case.

Select **Quit** if you quit working for this employer to start apprenticeship training.

Note: If you select **Quit**, we'll send you a questionnaire about your separation. Complete it as soon as possible. When we receive it, we'll decide if you are allowed or denied unemployment benefits. This may take several weeks.

While you're waiting for the decision, continue submitting weekly claims for each week you want to receive benefits.

4. **Note about standby:** If you request to be on standby, we require you to be available for all hours of work offered by your regular employer. If you're attending apprenticeship training, you probably are not available for those hours. If you are not, you should answer **No** to this question.

Your occupation

Standby for current employer

Standby means you are unemployed but:

- You expect to return to full time work with your regular employer within the next four weeks; or
- You are starting with a new employer within the next two weeks.

Do you wish to request Standby?

Yes No

Require

5. The classroom portion of your apprenticeship training is considered school or training. If you are currently in this part of your training or will start it soon, you should answer **Yes** to this question. We will send you a questionnaire to tell us more about details your training program.

Your occupation

School or training

Are you currently attending school or a training program?

Yes No

6. Attending apprenticeship training is a requirement for your work. So, what we really need to know on this screen is if you are able and available to attend your training. Unless you are sick or otherwise unable to work or attend training, you should answer **Yes**.

Your occupation

Able and available for work

Are you physically able to work and available for work? Yes No

7. After you submit your application, the system will notify you that we need more information about your school attendance. It will send you an online questionnaire.

Log back into your account and complete the questionnaire regarding your apprenticeship training.

8. **Note:** The screen below is the School attendance page of the questionnaire. Union apprenticeship means you are required to join a union for your apprenticeship. Open shop training means you don't have to join a union.

School attendance Welcome, Dana Moosman Settings

Home > UI claim > Request > School attendance

School Attendance

- School attendance
- Advice of Rights
- Initial Questions
- Union Training

Is this union apprenticeship or open shop training?

Yes No Required

9. Complete the rest of the questionnaire and submit by the date indicated.