



Youth Apprenticeship Application Packet Checklist

(Incomplete applications will not be forwarded to hiring companies and will delay the application process.)

A complete application packet should consist of the following:

Youth Apprenticeship Application Form – in addition to personal information, this form request information about your GPA, class rank, and a statement by your local YA coordinator verifying your attendance record during your high school years.

✓ **A cover letter, which should answer the following questions:**

- a) Why are you interested in the Youth Apprenticeship Program?
- b) How do your career interests relate to the apprenticeship program for which you are applying?
- c) Why do you think you should be hired as a youth apprentice?
- d) What is your long-term career goal?

✓ **A resume, which includes:**

- a) Education (including any courses and/or training you have completed that support your qualifications for the Youth Apprenticeship Program (for example, CPR certification, CNA certification, etc.)
- b) Awards and honors
- c) Extracurricular activities (for example, sports, clubs/organizations, community activities)
- d) Any employment information
- e) Volunteer work/community service
- f) Interest and skills

✓ **A completed Student Understanding of Youth Apprenticeship Commitment Form**

✓ **Three recommendation forms, which should come from:**

- a) Within a school setting (teacher, coach, school counselor, principal)
- b) An individual in the community (business owner, volunteer organization coordinator, job supervisor, etc.)
- c) A relative is acceptable only if he or she has supervised you in a paid work setting

✓ **A completed Parent Information Certification and Release Form**

Please indicate Youth Apprenticeship program that matches your career interest:

Agriculture

- Farm
- Vet
- Landscape
- Greenhouse
- Water Resources

Architecture &

Construction

- Carpentry
- Electrical
- Masonry/Concrete
- Mechanical/HVAC
- Plumbing/Sprinkler Fitting
- Architectural Drafting
- Architectural Planning

Finance

- Banking
- Accounting
- Insurance

Arts

- Graphic Design & Pre-Press
- Press and Post-Press Op.

IT

- Helpdesk
- Hardware/Networking
- Software
- Web/Digital Media

Health

- Dental
- Medical Assistant
- CNA
- Pharmacy
- Medical Office
- Dietary
- Physical Therapy

Hospitality

- Restaurant
- Lodging
- Tourism

Manufacturing

- Assembly & Packaging
- Manufacturing Processes
- Machining
- Welding
- Production Op Management
- Maintenance, Installation and Repair

Marketing

- Professional Sales
- Merchandising
- Communication
- Research/Competitive Intelligence
- Management/Leadership

Engineering (STEM)

- Engineering Drafting
- Mechanical/Electrical Eng.
- Civil Engineering
- Bioscience

Transportation

- Auto Tech
- Auto Collision
- Diesel Tech
- Logistics

Student Name _____

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Cell _____ Email _____

High School _____

Anticipated High School Graduation year _____ Current Grade Level _____ Date of Birth _____

All Youth Apprentices must be 16 years of age or older.

Current Cumulative GPA as of Verification of GPA and Attendance – to be completed by School-Based Youth Apprenticeship Coordinator

Current cumulative GPA as of _____ is _____ Rank in class is _____

Number of days missed during freshman year: _____excused _____unexcused

Number of days missed during sophomore year: _____excused _____unexcused

Number of days missed during junior year, if applicable: _____excused _____unexcused

Youth Apprenticeship Coordinator Signature _____ Date _____

STUDENT UNDERSTANDING OF YOUTH APPRENTICESHIP TIME COMMITMENT

I understand that a Youth Apprenticeship requires a time commitment beyond that of a typical high school student. I will be asked to provide my work site with specific hours and days that I will be available to work. I understand that timely communication with my work site mentor regarding unplanned changes in my personal schedule is extremely important.

Below is a list of the other extracurricular activities (sports, musical, band, etc.) in which I plan to participate as well as a summarized timeline for each activity. I am providing as much information as I have available and being as specific, regarding activities and timelines, as I possibly can at this time.

Sport or Activity	General Timeframe (months)	Expected Time of Day/Hours for Practice and/or Competition
<i>Example: Football</i>	<i>August through November</i>	<i>Practice every day from 3-7pm, game every Friday</i>
<i>Example: Musical</i>	<i>February through April</i>	<i>Rehearsal MWF from 5-9 pm, performances on Thursday through Sunday, April 6-9</i>

Summer Vacations or Obligations Planned:

Example: I am going on a family vacation from July 1-8 and am attending basketball camp from August 10-16

A Youth Apprentice must complete 450 total work hours during the year, which usually includes summer work scheduling. This means that a typical Youth Apprentice averages 10-12 hours per week to their job during the school year, and often more time during the summer.

As a Youth Apprentice, I agree to:

- Maintain the academic and attendance requirements required by the Youth Apprenticeship Partnership, my school, and my work site;
- Observe company and school rules and other requirements identified by the employer; and
- Participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s).

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

STUDENT RECOMMENDATION FORM

To Accompany Youth Apprenticeship Application

Student Name _____ Grade _____

The student named above is applying for a/an _____ Youth Apprenticeship Program.
The following checklist is provided for those who know this student well enough to provide an accurate assessment of him/her. We hope that it will provide a convenient method to describe the candidate in summary fashion. If you are a relative of this student, please do not complete a recommendation unless you have observed/supervised the student in a paid work setting.

	NO BASIS FOR JUDGMENT	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT (TOP 10%)
Academic Performance/ Quality of Work					
Responsibility					
Attitude					
Effort					
Honesty					
Dependability					
Teamwork/Cooperation					
Problem Solving					
Attendance					
Would you hire this student to work for you? Yes No Maybe					

Please provide specific examples of outstanding performance by this student applicant. Other comments that indicate your estimation of this student's qualifications for this program would be appreciated.

Name _____

Relationship to Applicant _____

Signature

Position/Subject Taught or
Organization/Business Represented

Date

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PARENT INFORMATION CERTIFICATION AND RELEASE FORM

To Accompany Youth Apprenticeship Program Application

Student's Name _____

I. PARENT INFORMATION (Please have the following information completed by one of the below individuals)

Father's name	Daytime Phone
Mother's name	Daytime Phone
Guardian's name	Daytime Phone
Name and address of person with whom student resides	
Parent's address, if different than student's address	

II. PARENT CERTIFICATION AND RELEASE

- Initial** _____ I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if my student is selected for the Youth Apprenticeship Program, falsified statements may be grounds for removal.
- Initial** _____ I authorize investigation of all statements contained herein and the references listed in this application and all information concerning previous employers, and release all parties from liability for any damage that may result from furnishing those to you.
- Initial** _____ I understand that all tuition/fees/textbook costs for any college coursework at NTC not covered by the school district or work site but required for my child during his/her youth apprenticeship program will be my family's responsibility.
- Initial** _____ I understand that, any time the work site agrees to pay for costs related to a required college course, it is with the understanding that my child passed the course and any certification testing required for working in the specific industry. Otherwise, the related costs will be my family's responsibility.
- Initial** _____ I understand that a parent or guardian must attend, along with my child, any orientation session that may be required for the Youth Apprenticeship program for which my child wishes to apply.
- Initial** _____ I authorize the release of transcripts of grades and attendance record.
- Initial** _____ I authorize the Youth Apprenticeship Coordinator the use of written or oral testimonials and photographs and/or videotapes with my child's image in Youth Apprenticeship and NTC publications and/or news releases.
- Initial** _____ I understand that I am solely responsible for the transportation of the undersigned student to and/or from the classroom or the work site and for all loss involved in said transportation.
- Initial** _____ I certify that the student has a valid driver's license and adequate car insurance (necessary only in those cases where student will be driving to work site.)

Student Signature	Date
Parent/Guardian Signature	Date