



## 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 the Youth Apprenticeship program that matches your career interest:

Agriculture, Food & Natural Resources - 11 pathways

Human Services - 1 pathway

Architecture & Construction - 9 pathways

Information Technology (IT) - 4 pathways

Arts, Audio Visual Technology & Communication - 4 pathways

Law, Public Safety, Corrections & Security - 2 pathways

Business Administration - 2 pathways

Manufacturing - 7 pathways

Education - 2 pathways

Marketing - 5 pathways

Finance - 3 pathways

Science, Technology, Engineering & Math (STEM) - 5 pathways

Government & Public Administration - 1 pathway

Transportation, Distribution & Logistics - 12 pathways

Health Science - 4 pathways

Other

Hospitality & Tourism - 3 pathways

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

**PLEASE RETURN TO:** \_\_\_\_\_

## 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

**PLEASE RETURN TO:** \_\_\_\_\_

## 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

**PLEASE RETURN TO:** \_\_\_\_\_

## 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