



# North Central Wisconsin School-to-Career Partnership

## APPLICATION PORTFOLIO FOR YOUTH APPRENTICESHIP PROGRAM

Have you discussed the commitment of an apprenticeship with your parents/guardians? Do you understand that applying for an apprenticeship does not guarantee a placement? If hired, will you be available to work before, during or after school? How about weekends, holidays and over the summer? Are you enrolled in the appropriate related coursework at school and/or NTC? If you're interested in a Health YA, have you talked about the cost of the CNA class and Pearson Vue test with your YA coordinator?

**Every student interested in participating in Youth Apprenticeship should submit an application portfolio.**

**Portfolio contents should be presented in the following order:**

1. A completed **Application Form** (attached)

In addition to personal information, this form requests information about your GPA, rank in class, and a statement by your local YA coordinator verifying your attendance record during your high school years.

2. A **cover letter** which answers the following questions:

- Why are you interested in the Youth Apprenticeship Program?
- How do your career interests relate to the apprenticeship program area for which you are applying?
- Why do you think you should be considered as an apprentice?
- What is your long-term career goal?

3. A **resume** which includes:

- Courses and/or training you have completed that support your qualifications for the Youth Apprenticeship Program (for example, CPR certification, what levels of CPR, etc.)
- Your activities outside the classroom (i.e. sports, clubs/organizations, community activities, leadership positions)
  - Volunteer experiences (especially those that relate to your career interest and YA program of interest)
  - Career exploration experiences (Job shadowing, Internship classes, Health Academy, summer career camps)
- Any employment information (including employer's name/contact information, dates of employment, work tasks, etc.)

4. A completed **Student Understanding of Youth Apprenticeship Commitment Form** (attached)

5. **Three recommendations** (copy and use the attached form):

At least one recommendation from someone within the school setting (a teacher, counselor, principal, adviser of student organization, coach, etc.) and one from within the community (business owner, volunteer organization coordinator, job supervisor, etc.)

*A relative may provide a recommendation for you only if that relative has observed/supervised you in a paid work setting.*

6. A completed **Parent Information Certification and Release Form** (attached)

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**Additional documents that may be required by your school district include:**

- A copy of your birth certificate (if a Health Services YA without a driver's license during your Nursing Assistant class)
- A copy of your social security card (if a Health Services YA taking the Nursing Assistant class)
- A copy of your valid driver's license
- A copy of insurance for the vehicle you will use when driving from school to work site
- A signed parent agreement regarding transportation liability, as required by your local school district. (See your YA Coordinator for your school's form.)

*If these documents are requested, they should be given to the YA Coordinator at your high school, not included in your Portfolio.*



___ Agriculture ___ Farm ___ Vet ___ Landscape ___ Greenhouse ___ Water Resources	___ Architecture & Construction ___ Carpentry ___ Electrical ___ Masonry/Concrete ___ Mechanical/HVAC ___ Plumbing/Sprinkler Fitting	___ Finance ___ Banking ___ Accounting ___ Insurance	___ Graphics/Printing ___ Marketing ___ Professional Sales ___ Merchandising ___ Communication ___ Research/Competitive Intelligence ___ Management/Leadership	___ IT ___ Helpdesk ___ Hardware/Networking ___ Software ___ Web/Digital Media
___ Health ___ CNA ___ Dietary ___ Medical Office ___ Optometry ___ Pharmacy ___ Dental	___ Hospitality ___ Restaurant ___ Lodging ___ Tourism	___ Manufacturing	___ Engineering (STEM)	___ Transportation ___ Auto Tech ___ Auto Collision ___ Diesel Tech ___ Logistics



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### 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*

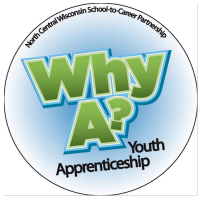

A Youth Apprentice must complete 450 total work hours during the year, which usually includes summer work scheduling. This means that a typical Youth Apprentice averages 10-12 hours per week to their job during the school year, and often more time during the summer.

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** \_\_\_\_\_



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## APPLICATION PORTFOLIO FOR YOUTH APPRENTICESHIP PROGRAM

### 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.

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Name \_\_\_\_\_

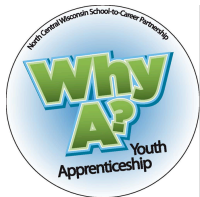
Relationship to Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Position/Subject Taught or  
Organization/Business Represented

Date \_\_\_\_\_

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



# North Central Wisconsin

## School-to-Career Partnership

### APPLICATION PORTFOLIO FOR YOUTH APPRENTICESHIP PROGRAM

## PARENT INFORMATION CERTIFICATION AND RELEASE FORM

To Accompany Youth Apprenticeship Program Application

Student's Name \_\_\_\_\_

### I. PARENT INFORMATION

_____	_____
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