

YOUTH APPRENTICESHIP PROGRAM APPLICATION

Students interested in participating in a Youth Apprenticeship Program should complete and submit an application packet. Student cover letter and resume should be reviewed and approved by school/organization counselor prior to submission.

A complete application packet should consist of the following:

- **Youth Apprenticeship Program Application form** (*please print clearly*)
- **A cover letter, which should address the following questions:** (*see sample*)
 - Why do you want to be a youth apprentice?
 - How do your career interests relate to the apprenticeship for which you are applying?
 - Why do you think you should be considered as a youth apprentice?
- **A résumé, which includes:** (*see sample*)
 - Education (include any courses/training that support your qualifications and interest in a youth apprenticeship)
 - Awards and honors
 - Extracurricular activities
 - Any employment information
 - Volunteer work/community service
 - Interests and skills
- **Two recommendation forms**
 - Should be submitted separately by individual providing the recommendation
 - Recommendation forms should come from:
 - Within a school setting (teacher, coach)
 - An individual in the community (employer, volunteer coordinator, neighbor)
 - Relative, if the relative has supervised you in a paid work setting
- **Release of Information form**
- **Media Consent and Release form**

Submit completed packet in person OR via email to:

Heather Helble, Youth Apprenticeship Coordinator

In Person:

Tri-County Technical College
Pendleton Campus, Miller Hall, Suite 130

Email:

helbleh@sctechsystem.edu

YOUTH APPRENTICESHIP PROGRAM APPLICATION

Personal Information – to be completed by student *(please print clearly)*:

Name _____
(First) (Middle Initial) (Last)

Address _____
(Street, Apt. No.) (City, State) (Zip)

Student Phone _____ Student E-mail _____

Parent Phone _____ Parent E-mail _____

High School Current Grade _____ Expected Graduation Date _____

Check the Youth Apprenticeship in which you are interested.

(You must submit a separate application for each area of interest.)

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> CNC Programming | <input type="checkbox"/> IT Cybersecurity & Forensics | <input type="checkbox"/> Mechatronics |
| <input type="checkbox"/> Automotive Technology | <input type="checkbox"/> HVAC | <input type="checkbox"/> IT Network Systems Management | <input type="checkbox"/> Welding |

I understand that I must have sufficient qualifications, be on track for graduation, have good attendance, and behavior records. I must have reliable transportation to school and work, and I may have to forgo extracurricular activities that would interfere with my apprenticeship.

I understand that this is a TWO-YEAR PROGRAM.

Student Signature _____ Date _____

Parent Signature _____ Date _____

School Counselor Signature _____ Date _____

Tri-County Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy.

YOUTH APPRENTICESHIP PROGRAM APPLICATION

Applicant Release of Information

Students enrolled in Tri-County Technical College courses are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Federal Law prohibits institutions from disclosing and/or discussing any information about a student without a written, signed release.

As parent/guardian of _____
(Please print full student name)

I hereby authorize Tri-County Technical College to release information relative to his/her initial Youth Apprenticeship application, including college records, to potential employers engaged in the Youth Apprenticeship Program.

Initial Information to be released:

- Youth Apprenticeship Application
- Cover Letter
- Résumé
- Recommendation Forms (2)

Information to be released upon employment in the Youth Apprenticeship Program and admission to the College:

- Academic Information (transcripts)
- Enrollment
- Financial Aid
- Other: _____

Parent/Guardian Name _____
(Please print full name)

Parent/Guardian Signature _____

Student Name _____
(Please print full name)

Student Signature _____

Student Date of Birth _____

High School / Home School Association _____

YOUTH APPRENTICESHIP PROGRAM APPLICATION

SAMPLE COVER LETTER FOR YOUTH APPRENTICES

Firstname Lastname
Street Address
City, State, Zip
Phone Number
Email Address

Date

Dear Hiring Manager:

I am writing to express my interest in becoming a youth apprentice with your company. Based on the requirements for the program and the position, I believe that I would be a good match for your company.

I have always been interested in [describe your interests, hobbies, etc. as they relate to this career field]. I have enclosed my resume for your review. I look forward to discussing opportunities with you.

Sincerely,

Your Name

YOUTH APPRENTICESHIP PROGRAM APPLICATION

SAMPLE RÉSUMÉ FOR YOUTH APPRENTICES

Firstname Lastname

Phone Contact Number: 864-555-5555

email_address@gmail.com

HIGH SCHOOL: Upstate High School, Anderson, SC
High School Diploma anticipated in May 2021, Current GPA 3.71

AWARDS AND HONORS

National Honor Society: Fall 2020 Academic Honor Roll: 2019, 2020

EXTRACURRICULAR ACTIVITIES

Robotics Team 2019 - 2020

ROTC 2020

Student Council 2019

WORK EXPERIENCE (If Applicable)

Palmetto Lawn Service

- Assist family owned business with lawn and yard services to 30 neighborhood homes on a monthly basis
- Help stuff envelopes with invoices for monthly billing

VOLUNTEER & COMMUNITY INVOLVEMENT

5k Charity Walk with Family: October 2013, 2014, 2015

Watch neighbors elementary aged children three days a week after school

INTERESTS & COMPUTER SKILLS

Community Baseball League, 2014, 2015

Boy Scouts, 2010- 2018

Proficient with Microsoft Word, Excel, PowerPoint, and Internet research

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Youth Apprenticeship Recommendation Form

Student Name _____

High School _____

This student has indicated an interest in the Tri-County Technical College Youth Apprenticeship Program. To assist us in evaluating this student's potential, please rate the student's performance in each area below (mark one for each).

Elements	No Basis for Judgment	Below Average	Average	Above Average	Excellent
Quality of Work					
Responsibility					
Effort					
Attitude					
Honesty					
Teamwork & Cooperation					
Work Habits (on time, reliable)					
Problem Solving Skills					

Please provide any additional explanation or examples to support your ratings in the space below, or attach a separate sheet if necessary:

Name _____ Relationship to Applicant _____

Title / Business / School _____

Signature _____ Date _____

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Applicant Release of Information

I, _____, parent or guardian of
(Print name of Parent or Guardian)
_____ at _____
(Print name of Student) (Name of High School)

hereby grant to Tri-County Technical College and its agents, and others working for the College or on its behalf and its respective licensees, successors, and assigns the absolute right and permission to use, publish and broadcast voice recording, name, picture, and likeness, or any material based upon or derived therefrom, or to refrain from so doing, in any manner or media whatsoever for purposes of advertising, illustration or promoting and publicizing Tri-County Technical College's programs.

1. I shall have no right of approval, no claim to additional compensation, and no claim, including, without limitation, claims based upon invasion of privacy, defamation, or right of publicity arising out of any use.
2. I agree that this release does not in any way conflict with any existing commitment on my part

Signature (Parent or Guardian) Date

Witness Date

Print Name



Submit completed packet to:
Heather Helble, Youth Apprenticeship Coordinator,
Tri-County Technical College, Pendleton Campus,
hhelble@tctc.edu

