



Youth Apprenticeship Application Packet Checklist

A complete application packet must include the following:

✓ **Youth Apprenticeship Application Form**

PLEASE PRINT CLEARLY!

✓ **A cover letter, which should address the following questions:** (*see sample*)

- a. Why do you want to be a youth apprentice?
- b. How do your career interests relate to the apprenticeship for which you are applying?
- c. Why do you think you should be hired as a youth apprenticeship?

✓ **A résumé, which includes:** (*see sample*)

- a. Education (include any courses/training that support your qualifications and interest in a youth apprenticeship)
- b. Awards and honors
- c. Extracurricular activities
- d. Any employment information
- e. Volunteer work/community service
- f. Interests and skills

✓ **Two recommendation forms**

Recommendations should come from:

- a. Within a school setting (teacher, coach, school counselor)
- b. An individual in the community (volunteer coordinator, youth director, employer)
- c. A relative is acceptable **only** if he or she has supervised you in a paid work setting.

✓ **Release of Information Form**

✓ **Media Consent and Release Form**

✓ **Qualifying Placement Test Scores and any other required testing for apprenticeship**

Submit completed packet to:

TTC Division of School and Community Initiatives

PO Box 118067, Charleston, SC 29423

or email to:

Youth Apprenticeship Office

YouthApprenticeship@tridenttech.edu



Youth Apprenticeship Application

Email completed application to the TTC Division of School and Community Initiatives - Youth Apprenticeship Office
YouthApprenticeship@tridenttech.edu

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 Email _____

High School _____ Current Grade _____ Expected Date of Graduation _____

Check the apprenticeship in which you are interested. You must submit a separate application for each area of interest. Automotive and Security/Pre-Law Enforcement applicants must have a valid S.C. driver's license.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Automotive Technology | <input type="checkbox"/> Industrial Technology | <input type="checkbox"/> Supply Chain Analyst | <input type="checkbox"/> Security/Pre-Law Enforcement |
| <input type="checkbox"/> CNA/Pre-Nursing | <input type="checkbox"/> Machine Tool Technology | <input type="checkbox"/> Welding Technology | <input type="checkbox"/> Emergency Medical (EMT) |
| <input type="checkbox"/> Medical Office Assistant | <input type="checkbox"/> Mechatronics | <input type="checkbox"/> Computer Networking | <input type="checkbox"/> Cybersecurity |
| <input type="checkbox"/> Medical Lab Assistant | <input type="checkbox"/> HVAC | <input type="checkbox"/> Engineering Assistant | <input type="checkbox"/> Civil CAD |
| <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Hotel Operations | <input type="checkbox"/> Mechanical CAD | |

I understand that I must have qualifying test scores, be on track for graduation, and 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 _____

Trident 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

Applicant Release of Information



Receipt Date & Initials

Students enrolled in TTC 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 Trident 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 Form
- Cover Letter and Resume
- Recommendation Forms
- Qualifying Test Scores

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 _____

SAMPLE COVER LETTER FOR YOUTH APPRENTICES

Name
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

SAMPLE RESUME FOR YOUTH APPRENTICES

Firstname Lastname

Phone Contact Number: 843-555-5555

email_address@gmail.com

HIGH SCHOOL: Riverdale High School, Charleston, SC
High School Diploma anticipated in May 2019, Current GPA 3.71

AWARDS AND HONORS

National Honor Society: Fall 2014

Academic Honor Roll: 2012, 2013

EXTRACURRICULAR ACTIVITIES

Robotics Team, 2012, 2013

ROTC 2013, 2014

Student Council 2014

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 2011, 2012, 2013

Watch neighbors elementary aged children three days a week after school

INTERESTS & COMPUTER SKILLS

Community Baseball League, 2012, 2013

Boy Scouts, 2005- 2012

Proficient with Microsoft Word, Excel, Powerpoint and Internet research



Youth Apprenticeship Recommendation Form

Student Name: _____

High School: _____

This student has indicated an interest in the _____ Youth Apprenticeship. 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 _____

RETURN THIS FORM TO:
TTC Division of School and Community Initiatives - Youth Apprenticeship Office
YouthApprenticeship@tridenttech.edu
Fax: 843-574-6489



TRIDENT TECHNICAL COLLEGE

Consent and Release

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

hereby grant to Trident 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 Trident Technical College's programs.

- 2. 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.
- 3. 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