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
   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:
   Ellen Kaufman  ellen.kaufman@tridenttech.edu
   Tanisha Hook  tanisha.hook@tridenttech.edu
Youth Apprenticeship Application

Completed application packet can be e-mailed to Ellen Kaufman or Tanisha Hook in School and Community Initiatives:  ellen.kaufman@tridenttech.edu or tanisha.hook@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 __________

Gender ________________           Race _______________

Current GPA _________

Check the Youth Apprenticeship in which you are interested:
☐ Industrial Mechanics  ☐ Computer Networking  ☐ Culinary Arts  ☐ EMT
☐ Automotive Technology  ☐ Cybersecurity  ☐ Civil CAD Technician  ☐ Medical Office Assistant
☐ HVAC  ☐ Bookkeeping/Pre-Accounting  ☐ Security/Pre-Law Enforcement

I am willing to work in the following geographical areas:
☐ Downtown Charleston  ☐ Summerville/Ladson  ☐ Moncks Corner/Berkeley County
☐ Mount Pleasant  ☐ North Charleston

I understand that to apply, I must have qualifying test scores, be on track for graduation, and have good attendance and behavior records. If I am hired, 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_______________________

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.
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
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
Watch neighbors elementary aged children three days a week after school

INTERESTS & COMPUTER SKILLS
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**)

<table>
<thead>
<tr>
<th>Elements</th>
<th>No Basis for Judgment</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effort</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honesty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork/ Cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Habits (on time, reliable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
ellen.kaufman@tridenttech.edu OR tanisha.hook@tridenttech.edu
Fax: 843-574-6489
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):

<table>
<thead>
<tr>
<th>Elements</th>
<th>No Basis for Judgment</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effort</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honesty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork/ Cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Habits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(on time, reliable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem Solving Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
elen.kaufman@tridenttech.edu OR tanisha.hook@tridenttech.edu
Fax: 843-574-6489
Consent and Release

1. I, __________________________________________, parent or guardian of
   (Print name of Parent or Guardian)
   __________________________________________
   (Print name of Student) at ______________________________
   (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