



# Vocational Apprenticeship Application

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## **Application Purpose**

The purpose of this application is to provide information for the selection committee to assess each applicant's skills, abilities and history in relation to this program for placement in the program. Members of an individual's team (if applicable) may be contacted by the selection committee to gather additional information. The goal of this program is to provide an opportunity to those individuals who desire to work and live in the community.

## **Application Guidelines**

1. The entire packet must be completed. Incomplete packets will not be considered for the program.
2. Applications may be submitted to the program instructor no later than 60 days prior to the first day of the next apprenticeship cycle.
3. If you are selected, you will meet for an interview, so the hiring committee can learn more about you and your goals for completing the program.
4. Selected apprentices will receive an acceptance letter from the hiring committee. Non-selected applicants will also receive a letter explaining areas to address to be considered for acceptance in the future.
5. All selected apprentices will be contacted by the program instructor for a group meeting to discuss the upcoming year. The purpose of this meeting is for all apprentices to meet the instructor, the job coaches and each other.

## **Application Checklist**

- Completed Application



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## Applicant Information

Name Last \_\_\_\_\_ First \_\_\_\_\_ M \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_ Female \_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_ SSN \_\_\_\_\_

Primary Language \_\_\_\_\_ Sign Language Y N

## Employment History

List past work history beginning with your last job. All work and volunteer experience should be listed.

| Date of employment | Employer | Job Title and Describe Duties Performed | Supervisor & Contact Number | Paid or Unpaid | Reason for Leaving |
|--------------------|----------|---|-----------------------------|----------------|--------------------|
|                    |          |   |                             |                |                    |
|                    |          |   |                             |                |                    |
|                    |          |   |                             |                |                    |
|                    |          |   |                             |                |                    |

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## **Applicant Response Question** (applicant or staff may write their response in the applicant's own words)

Why do you want to be an apprentice in the vocational program?

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*attach a page if needed*

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## **Areas of vocational interest** (provide list of job fields applicant expresses an interest)

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## **References** (list reference – no more than one family member)

|    | Name & Relationship | Phone Number | Email Address |
|----|---------------------|--------------|---------------|
| 1. |                     |              |               |
| 2. |                     |              |               |
| 3. |                     |              |               |

## **Application Completed by**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Staff Assisting Name \_\_\_\_\_ Date \_\_\_\_\_

Staff Assisting Signature \_\_\_\_\_