

Apprenticeship Maryland Program Student Application

Instructions: Students interested in participating in the Apprenticeship Maryland Program (AMP) should complete and submit an application packet to their local Youth Apprenticeship Coordinator. ***A complete application packet must include the following:***

1. **A completed Apprenticeship Maryland Program Student Application Form**
2. **A cover letter, which should address the following:**
 - why you want to be a youth apprentice,
 - how do your career interests relate to the apprenticeship program for which you are applying,
 - Description of how you think any related high school courses you are currently taking or have taken in the past (Career and Technical Education (CTE) courses, mathematics, English, etc.) will help you succeed in your apprenticeship; and
 - Why you should be considered as a participant in the Apprenticeship Maryland Program.
3. **A résumé that includes:**
 - Career Objective,
 - Education (*including any courses or training you have completed that support your qualifications and interest in the Youth Apprenticeship Maryland Program*),
 - Personal Strengths (*encouraging others; working as part of a team; being accurate or precise; visualizing colors, shapes, and concepts; fixing, repairing, building and using tools; keeping deadlines, etc.*)
 - High School Awards and Honors;
 - Volunteer and Community Service;
 - Extra-curricular activities;
 - Employment information (*including unpaid internships*); and
 - Additional Skills, Hobbies.
4. **Two Completed Recommendation Forms:**
 - Email form to a teacher/staff member who knows you well. They will complete it and send it to the Apprenticeship Maryland Program (AMP) Coordinator.

Submit completed packet to:

Sandy Rooney
srooney@ccboe.com
(301)392-7501

Apprenticeship Maryland Program

Student Application Form

Upon completion, return application packet to your Youth Apprenticeship Coordinator:

Sandy Rooney, *srooney@ccboe.com*, 301-392-7501

Personal Information – to be completed by Student (Please Print):				
Name:				
	(Last)	(First)	(Middle Initial)	
Home Address:				
City, State, Zip:				
Student ID#:			High School:	
Current Grade:	Expected Date of Graduation (M/Y):		Birth Date:	
Primary Phone #:			Cell Phone #	

Check below the Youth Apprenticeship Specific Offerings Which You are interested:		
Agriculture <input type="checkbox"/>	Engineering <input type="checkbox"/>	Manufacturing <input type="checkbox"/>
Biomedical Sciences <input type="checkbox"/>	Environmental <input type="checkbox"/>	Construction Trades <input type="checkbox"/>
Business/Finance <input type="checkbox"/>	Info Technology <input type="checkbox"/>	Other <input type="checkbox"/> Please Specify:

Do you have your driver's license? (If no, answer below)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Do you have your learner's permit? (If no, answer below)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, what date will you get your license? _____
Do you have reliable transportation to work?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

Check here to indicate the following materials are included with this application:		
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Résumé	<input type="checkbox"/> Two Teacher/Staff Recommendation Forms (Emailed to them to complete)

To be eligible for this program, students must meet the attendance requirements, have a minimum GPA of 2.0, and be in good standing regarding behavior and discipline. The program expectation is a minimum of 450 hours to earn the state certificate.

By signing below, parents understand that student information contained in the application will be shared with participating employers.

Student Signature:	Date:	
Parent/Guardian Signature:	Date:	

For Office Use Only

Date Received: _____	Received by: _____
<input type="checkbox"/> Student offered a position	Worksite: _____ Start Date _____
	Position Title: _____ Wage: \$ _____
<input type="checkbox"/> Student offered a position but declined	Reason: _____
<input type="checkbox"/> Student not offered a position	Reason: _____

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event. CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).