



APPRENTICESHIP MARYLAND PROGRAM STUDENT APPLICATION



STUDENTS APPLYING TO THE CCPS YOUTH APPRENTICESHIP MARYLAND PROGRAM SHOULD COMPLETE AND SUBMIT AN APPLICATION PACKET TO THEIR CAREER ADVISOR.

A COMPLETE APPLICATION PACKET MUST BE SUBMITTED TO YOUR CAREER ADVISOR AND MUST INCLUDE THE FOLLOWING:

- 1. A completed Apprenticeship Maryland Program student application form (typed).**
- 2. A cover letter and resume** which includes:
 - Why you want to be a youth apprentice;
 - How your career interests relate to the apprenticeship program for which you are applying;
 - Career Objective;
 - Education (*including any courses or training you have completed that support your qualifications and interest in the CCPS Youth Apprenticeship Maryland Program*);
 - Personal Strengths;
 - High School Awards and Honors;
 - Volunteer and Community Service;
 - Extra-curricular activities;
 - Employment information (*including unpaid internships*); and
 - Additional Skills, Hobbies.

Templates are available at www.ccboe.com/amp

- 3. Two Completed Recommendation Forms:**
 - Complete the student information section and submit the request to two current staff member who knows you well. If the position requires you to be in a CTE program, one must be from your CTE teacher.
 - The staff member should complete the recommendation section and return the form to your CAREER ADVISOR.

Any application submitted without the required components above will not be processed.

The information contained in the completed application and any attachments will be shared with apprenticeship employers and those apprenticeship employers are solely responsible for selecting students for each apprenticeship. An interview or placement is not guaranteed.

For more information visit www.ccboe.com/amp

For program or application questions or assistance contact your Career Advisor or the Apprenticeship Coordinator.

Sandy Rooney, Apprenticeship Coordinator
Charles County Public Schools

5980 Radio Station Road, La Plata, MD 20646 | 301-392-7501 | srooney@ccboe.com

CCPS Youth Apprenticeship Maryland Student Application Form

Upon completion, return the application packet to your *CAREER ADVISOR*.

PART I - STUDENT INFORMATION

STUDENT NAME (LAST, FIRST, MI): _____

DATE OF BIRTH: ____/____/____ AGE: ____ GRADE: ____ STUDENT ID #: _____

SCHOOL: _____ COUNSELOR NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE NUMBER(S): _____

- List the non-graduation required courses you are scheduled to take next school year, if any, that you are not willing to drop to participate in the program _____
- Do you plan to participate in any after-school activities next school year that would prevent you from being considered for a position that goes beyond the regular school dismissal time? If so, list the approximate start/end dates and times _____

- What is your reliable transportation plan to participate in the program? _____

EMPLOYER/POSITION(S) APPLYING FOR (be specific): _____

PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN NAME (LAST, FIRST): _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

PART II - STUDENT/PARENT/GUARDIAN CONSENT

I UNDERSTAND AND AGREE TO THE FOLLOWING:

The information contained in this application and any attachments will be shared with apprenticeship employers and that apprenticeship employers are solely responsible for selecting students for each apprenticeship. An interview or placement is not guaranteed.

Students participating in the CCPS Apprenticeship Maryland Program must comply with all CCPS policies and regulations while participating in the program and all program-related activities. Failure to comply with policies and regulations may result in loss of placement and dismissal from the Apprenticeship Maryland Program.

Students participating in the CCPS Apprenticeship Maryland Program must complete a minimum of 450 hours of work-based training at an approved apprenticeship employer and one year of related classroom training.

Students under 18 participating in the CCPS Apprenticeship Maryland Program must obtain a work permit according to the state laws in which the student works.

Students participating in the CCPS Apprenticeship Maryland Program must follow all employer policies and procedures, safety guidelines, and professional expectations.

Students participating in the CCPS Apprenticeship Maryland Program may be required to be passengers in a personal or work vehicle driven by apprenticeship employer staff to/from work-related events. It is agreed and understood that CCPS would be held harmless for any liability or damages that may occur.

Students participating in the CCPS Apprenticeship Maryland Program must notify the employer of any absence or late arrival, including a request for time off, according to employer policy.

Students participating in the CCPS Apprenticeship Maryland Program must notify the Apprenticeship Coordinator of any concerns or complaints with the assigned employer placement or working conditions.

Students participating in the CCPS Apprenticeship Maryland Program must maintain passing grades in all remaining school subjects and complete all assignments given by the Apprenticeship Coordinator by the due date.

A parent conference is required for the student to terminate apprenticeship employment.

Students participating in the CCPS Apprenticeship Maryland Program must complete the minimum number of work hours and related instruction agreed upon by the employer, Apprenticeship Coordinator, and student. Work hours may extend beyond the traditional school day.

Students participating in the CCPS Apprenticeship Maryland Program must participate in progress/performance reviews scheduled with the employer and Apprenticeship Coordinator.

Program staff and the apprenticeship employer will communicate with the student submitting this application at the number(s) and email address(s) provided in Part I of this application.

Students participating in the CCPS Apprenticeship Maryland Program may be photographed, interviewed, and videotaped. They may be featured in materials to increase public awareness of the Apprenticeship Program and Career and Technical Education through social media, newspapers, radio, TV, brochures, and other media types. By signing below, you permit the CCPS Office of Communications, Apprenticeship Maryland Program, the Office of Career and Technical Education designees, representatives, partners, and authorized media organizations permission to print, photograph, and record the student apprentice for use in audio, film, or any other electronic, digital, and printed media. There is no compensation to the student for these uses, and CCPS owns the rights to all images, videos, recordings, and any works created with them. If you do not wish to be photographed, interviewed, and videotaped for the CCPS Apprenticeship Maryland Program, you may opt out at any time by providing a written request to the Office of Career and Technical Education.

SIGNATURES

By signing below, I acknowledge that I have completely read and fully understand and agree to the terms and guidelines above and submit this application for consideration.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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).



APPRENTICESHIP MARYLAND PROGRAM STAFF RECOMMENDATION FORM



STUDENT INSTRUCTIONS

Complete the student information section below and submit this request to two current or prior year staff members that know you well. If the position requires you to be in a CTE program, one must be from your CTE teacher.

TEACHER/STAFF INSTRUCTIONS

The student listed below is applying for the CCPS Apprenticeship Maryland Program and would like your recommendation. Please complete the recommendation section below and return this form to the **CAREER ADVISOR** indicated as soon as possible. This form is needed to process the student's application.

STUDENT INFORMATION

STUDENT NAME (LAST, FIRST): _____

EMPLOYER/POSITION(S) APPLYING FOR: _____

RECOMMENDATION

STAFF NAME: _____ COURSE/CAPACITY STUDENT OBSERVED IN: _____

CHARACTERISTIC	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Attendance/Punctuality			
Organization			
Initiative/Motivation/Work Ethic			
Reliability			
Attitude/Cooperation			
Ability to work independently			
Ability to work with others			
Willingness to follow instructions			
Integrity and character			

COMMENTS: _____

STAFF SIGNATURE: _____ DATE: _____