

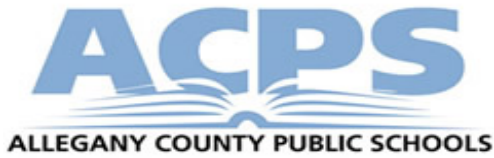


**ACPS YOUTH APPRENTICESHIP MARYLAND
APPLICATION INFORMATION SHEET
INSTRUCTIONS:**

Students interested in participating in the ACPS Youth Apprenticeship Maryland Program should complete and submit an application packet to their school counselor. To view open positions, students should go online to <https://ampallegany.com>
A complete application packet must include the following:

1. **A completed ACPS Youth Apprenticeship Maryland Student Application Form**
2. **A résumé which should include:**
 - Career Objective;
 - Education (*including*);
 - Any courses or training you have completed that support your qualifications and interest in the ACPS 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.
3. **A cover letter which addresses the following:**
 - Why do you want to be a youth apprentice?
 - How do you relate your career interests and aspirations after graduation to this apprenticeship program?
 - Describe how the courses you have taken, or will be taking, in high school will help you succeed in this program.
4. **Two completed Student Recommendation Forms:**
 - Two Student Recommendation Forms must be completed by the following:
 - School Counselor
 - Teacher or School Administrator
 - The counselor/teacher provides the form to the student in a sealed envelope to be included in the student application packet that is returned to the Apprenticeship Coordinator at CCTE.

****FORMS ARE ALSO AVAILABLE ONLINE AT: <https://ampallegany.com> STUDENTS MAY TYPE FORMS OR SUBMIT THEM IN WRITING. PLEASE MAKE SURE ALL MATERIALS IN THE PACKET ARE LEGIBLE, COMPLETE, AND RETURNED TO YOUR COUNSELOR****



Youth Apprenticeship Maryland Application Form (submit to your school counselor)

Student Information (please print clearly)

Name: (Last) _____ (First) _____ (MI) _____

Street Address: _____ City, State, Zip: _____

Home/Cell phone: (_____) _____ Email: _____

School: _____ Birth Date: _____ Grade: _____ GPA: _____

Reliable transportation is required for this program.

Do you have reliable transportation to and from the training site? Yes No

Please list the position(s) for which you are applying (rank in order of preference)

Table with 3 rows for listing job positions.

Important Information – please read and sign

- To be eligible for this program, you must meet ACPS attendance requirements and be a student in good standing regarding disciplinary actions and academic performance.
• Information contained in this application will be shared with participating employers.
• Once accepted into the program, student apprentices may be highlighted as part of media materials in an effort to promote the ACPS Youth Apprenticeship Maryland Program. Apprentices may be photographed, interviewed, videotaped and featured in materials displayed on social media, newspapers, radio, TV, brochures and other media.
• By signing below, you and your parents agree with the information above and give permission for program designees, representatives and authorized media to print, photograph and record the student apprentice for use in audio, film or any other digital or printed media.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date received: _____ Received by: _____

Approved Yes No Reviewed by: _____ Date of decision: _____

Reason for non-approval: _____

TREY SMITH

123 Halo Ave Cumberland MD 21502 | (555) 876-5309 | tsmith@email.com

CAREER OBJECTIVE

I am a motivated Allegany High School student who aspires to pursue a field in finance and accounting. I am seeking the opportunity to learn alongside industry leaders where I can apply my skills and further develop my passion for my future career.

PERSONAL STRENGTHS, SKILLS, & ABILITIES

Active listener
Accepts constructive criticism
Problem-solver
Team player
Proficient in QuickBooks & Microsoft Excel

EMPLOYMENT EXPERIENCE

- January 2019-May 2019 Intern Tax Preparer, *Liberty Tax Office*
- Assisted with client intake, tax preparation, and successfully completed the tax course
- May 2018-August 2018 Cashier, *Walmart*
- Conducted all transactions, drawer counts, and served as point of service for returns

EDUCATION & RELEVANT COURSEWORK

- 2016-Present *Allegany High School, graduation date May 2020*
- Relevant Coursework: Business & Marketing Essentials, Personal Financial Literacy, AP Calculus*

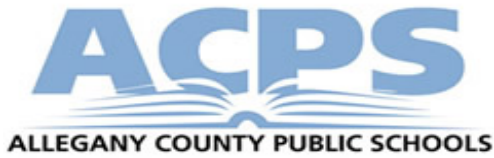
AWARDS, HONORS, ACHIEVEMENTS

FBLA Business & Financial Plan Competition Winner 2019
Member of the FBLA 2016 – Present
Academic Honor Roll 2014 – Present
National Honor Society Inductee 2019

VOLUNTEER/COMMUNITY SERVICES & EXTRA CURRICULAR ACTIVITIES

Hooley Plunge Participant 2017 – 2019
Assisted with Food Bank at Central Assembly Church Summer 2018
Captain of Tri-State Math Contest Team
Member of Track Team 2016 – 2017
Allegany High School Band 2016 – 2019

SAMPLE RESUME



ACPS Youth Apprenticeship Maryland

Student Recommendation Form

(2 REQUIRED Recommendations with Every Student Packet)

Provide this form to a 1) Counselor and 2) a Teacher or Administrator. Once completed, they should return it to you in a sealed envelope for you to include in your Student Application Packet to be returned to the Apprenticeship Coordinator.

Student Name: _____

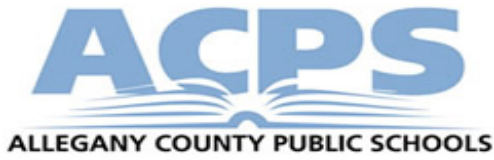
Your name: _____ School: _____

Date: _____

Student skills and characteristics

	Excellent	Good	Fair
ATTENDANCE			
WORK ETHIC/INITIATIVE			
ORGANIZATION SKILLS			
TEAMWORK/COOPERATION			
RELIABILITY			
ABILITY TO WORK INDEPENDENTLY			
FOLLOWS INSTRUCTIONS			
ATTITUDE			

Additional comments:



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Student Name: _____

Your name: _____ School: _____

Date: _____

Student skills and characteristics

	Excellent	Good	Fair
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RELIABILITY			
ABILITY TO WORK INDEPENDENTLY			
FOLLOWS INSTRUCTIONS			
ATTITUDE			

Additional comments:



ACPS YOUTH APPRENTICESHIP MARYLAND
STUDENT APPLICATION PACKET CHECKLIST
STUDENTS

Use this checklist to ensure all elements of the Student Application Packet are included in the packet before forwarding it to the guidance counselor at your school. A complete application packet must include the following:

_____ 1. **Completed ACPS Youth Apprenticeship Maryland Student Application Form**

_____ 2. **Résumé**

_____ 3. **Cover Letter**

_____ 4. **Two Student Recommendation Forms in Sealed Envelopes:**

- One from School Counselor
- One from Teacher or Administrator

Students will return the Application Packet to the school counselor who will verify all items are included. Guidance Counselor will then attach the most current year's attendance record and forward the application to the Apprenticeship Coordinator at CCTE.