

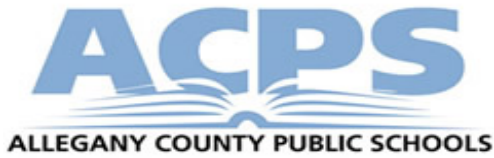


**ACPS YOUTH APPRENTICESHIP MARYLAND  
APPLICATION INFORMATION SHEET  
INSTRUCTIONS:**

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 CTE.

**\*\*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.
• 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: \_\_\_\_\_

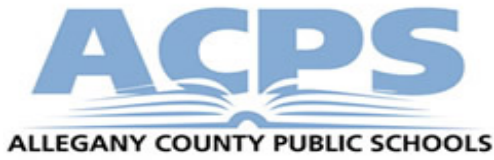


ACPS YOUTH APPRENTICESHIP MARYLAND  
STUDENT APPLICATION PACKET CHECKLIST  
**STUDENTS**

**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 CTE.



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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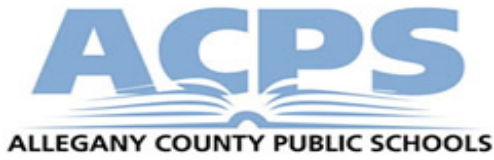
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WORK ETHIC/INITIATIVE			
ORGANIZATION SKILLS			
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Additional comments:

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