



# Youth Apprenticeship Application Packet Checklist

Incomplete applications will **not** be forwarded to hiring companies and will delay the application process.

***A complete application packet should consist of the following:***

✓ **Youth Apprenticeship Application Form**

Please print clearly!

✓ **A cover letter, which should address the following questions: (see sample)**

- a. Why do you want to be a youth apprentice?
- b. How do your career interests relate to the apprenticeship for which you are applying?
- c. Why do you think you should be hired as a youth apprenticeship?

✓ **A résumé, which includes: (see sample)**

- a. Education (include any courses/training that support your qualifications and interest in a youth apprenticeship)
- b. Awards and honors
- c. Extracurricular activities
- d. Any employment information
- e. Volunteer work/community service
- f. Interests and skills

✓ **Two recommendation forms**

Recommendations should come from:

- a. Within a school setting (teacher, coach, school counselor)
- b. An individual in the community (volunteer coordinator, youth director, employer)
- c. A relative is acceptable **only** if he or she has supervised you in a paid work setting.

✓ **Release of Information Form**

✓ **Media Consent and Release Form**

✓ **Qualifying Placement Test Scores and any other required testing for apprenticeship**

Submit completed packet to:

**TTC Division of School and Community Initiatives**

PO Box 118067, Charleston, SC 29423

or email to:

Ellen Kaufman [ellen.kaufman@tridenttech.edu](mailto:ellen.kaufman@tridenttech.edu)

Tanisha Hook [tanisha.hook@tridenttech.edu](mailto:tanisha.hook@tridenttech.edu)



## Youth Apprenticeship Application

Completed application packet can be e-mailed to Ellen Kaufman or Tanisha Hook in School and Community Initiatives:  
[ellen.kaufman@tridenttech.edu](mailto:ellen.kaufman@tridenttech.edu) or [tanisha.hook@tridenttech.edu](mailto:tanisha.hook@tridenttech.edu).

PERSONAL INFORMATION – To be completed by student (**Please Print CLEARLY**):

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Address \_\_\_\_\_  
(Street, Apt. No.) (City, State) (Zip)

Student Phone \_\_\_\_\_ Student E-mail \_\_\_\_\_

Parent Phone \_\_\_\_\_ Parent Email \_\_\_\_\_

High School \_\_\_\_\_ Current Grade \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

**Check the apprenticeship in which you are interested. If applying to more than one pathway, you must submit a separate application for each area of interest.**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Industrial Mechanics    | <input type="checkbox"/> Computer Networking      | <input type="checkbox"/> Culinary Arts                | <input type="checkbox"/> Bookkeeping          |
| <input type="checkbox"/> Machine Tool Technology | <input type="checkbox"/> Jr. Computer Programming | <input type="checkbox"/> Hotel Operations             | <input type="checkbox"/> CNA/Pre-Nursing      |
| <input type="checkbox"/> Automotive Technology   | <input type="checkbox"/> Cybersecurity            | <input type="checkbox"/> Civil CAD Technician         | <input type="checkbox"/> Medical Office Asst. |
| <input type="checkbox"/> HVAC                    | <input type="checkbox"/> IT Governance            | <input type="checkbox"/> Security/Pre-Law Enforcement | <input type="checkbox"/> EMT                  |

***I understand that to apply, I must have qualifying test scores, be on track for graduation, and have good attendance and behavior records. If I am hired, I must have reliable transportation to school and work, and I may have to forgo extracurricular activities that would interfere with my apprenticeship. I understand that this is a TWO-YEAR PROGRAM.***

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

School Counselor Signature \_\_\_\_\_

Date \_\_\_\_\_

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy.

# YOUTH APPRENTICESHIP PROGRAM

## Applicant Release of Information



Receipt Date &amp; Initials

Students enrolled in TTC college courses are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Federal Law prohibits institutions from disclosing and/or discussing any information about a student without a written, signed release.

As parent/guardian of \_\_\_\_\_  
Please print full student name

I hereby authorize Trident Technical College to release information relative to his/her initial Youth Apprenticeship application, including college records, to potential employers engaged in the Youth Apprenticeship Program.

Initial Information to be released:

- ☐ Youth Apprenticeship Application Form
- ☐ Cover Letter and Resume
- ☐ Recommendation Forms
- ☐ Qualifying Test Scores

Information to be released upon  
employment in the Youth  
Apprenticeship Program and  
admission to the College:

- ☐ Academic Information (Transcripts)
- ☐ Enrollment
- ☐ Financial Aid
- ☐ Other \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
Please print full name

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Please print full name

Student Signature: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ High School/Home School Association \_\_\_\_\_

## SAMPLE COVER LETTER FOR YOUTH APPRENTICES

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Name

Street Address

City, State, Zip

Phone Number

Email Address

Date

Dear Hiring Manager:

I am writing to express my interest in becoming a youth apprentice with your company. Based on the requirements for the program and the position, I believe that I would be a good match for your company.

I have always been interested in [describe your interests, hobbies, etc. as they relate to this career field].

I have enclosed my resume for your review. I look forward to discussing opportunities with you.

Sincerely,

Your Name

# SAMPLE RESUME FOR YOUTH APPRENTICES

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## Firstname Lastname

Phone Contact Number: 843-555-5555

[email\\_address@gmail.com](mailto:email_address@gmail.com)

**HIGH SCHOOL:** Riverdale High School, Charleston, SC

High School Diploma anticipated in May 2019, Current GPA 3.71

## AWARDS AND HONORS

National Honor Society: Fall 2014

Academic Honor Roll: 2012, 2013

## EXTRACURRICULAR ACTIVITIES

Robotics Team, 2012, 2013

ROTC 2013, 2014

Student Council 2014

## WORK EXPERIENCE (If Applicable)

Palmetto Lawn Service

- Assist family owned business with lawn and yard services to 30 neighborhood homes on a monthly basis.
- Help stuff envelopes with invoices for monthly billing

## VOLUNTEER & COMMUNITY INVOLVEMENT

5k Charity Walk with Family: October 2011, 2012, 2013

Watch neighbors elementary aged children three days a week after school

## INTERESTS & COMPUTER SKILLS

Community Baseball League, 2012, 2013

Boy Scouts, 2005- 2012

Proficient with Microsoft Word, Excel, Powerpoint and Internet research



## Youth Apprenticeship Recommendation Form

Student Name: \_\_\_\_\_

High School: \_\_\_\_\_

This student has indicated an interest in the \_\_\_\_\_ Youth Apprenticeship. To assist us in evaluating this student's potential, please rate the student's performance in each area below (**mark one for each**)

Elements	No Basis for Judgment	Below Average	Average	Above Average	Excellent
Quality of Work					
Responsibility					
Effort					
Attitude					
Honesty					
Teamwork/ Cooperation					
Work Habits (on time, reliable)					
Problem Solving Skills					

Please provide any additional explanation or examples to support your ratings in the space below, or attach a separate sheet if necessary:

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Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Title/Business/School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

RETURN THIS FORM TO:  
TTC Division of School and Community Initiatives  
[ellen.kaufman@tridenttech.edu](mailto:ellen.kaufman@tridenttech.edu) OR [tanisha.hook@tridenttech.edu](mailto:tanisha.hook@tridenttech.edu)  
Fax: 843-574-6489



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Teamwork/ Cooperation					
Work Habits (on time, reliable)					
Problem Solving Skills					

Please provide any additional explanation or examples to support your ratings in the space below, or attach a separate sheet if necessary:

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Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Title/Business/School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

RETURN THIS FORM TO:  
TTC Division of School and Community Initiatives  
[ellen.kaufman@tridenttech.edu](mailto:ellen.kaufman@tridenttech.edu) OR [tanisha.hook@tridenttech.edu](mailto:tanisha.hook@tridenttech.edu)  
Fax: 843-574-6489



## TRIDENT TECHNICAL COLLEGE

### Consent and Release

1. I, \_\_\_\_\_, parent or guardian of  
(Print name of Parent or Guardian)

\_\_\_\_\_ at \_\_\_\_\_  
(Print name of Student) (Name of School)

hereby grant to Trident Technical College and its agents, and others working for the College or on its behalf and its respective licensees, successors, and assigns the absolute right and permission to use, publish and broadcast voice recording, name, picture, and likeness, or any material based upon or derived therefrom, or to refrain from so doing, in any manner or media whatsoever for purposes of advertising, illustration or promoting and publicizing Trident Technical College's programs.

2. I shall have no right of approval, no claim to additional compensation, and no claim, including, without limitation, claims based upon invasion of privacy, defamation, or right of publicity arising out of any use.
3. I agree that this release does not in any way conflict with any existing commitment on my part.

\_\_\_\_\_  
Signature (Parent or Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name