



Youth Apprenticeship Program Application November 2020 Hiring Event Placements

Email completed application packet to Williette Waring-Berry at waringw@octech.edu

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

Name _____
(First) (Middle) (Last)

Address _____
(Street, Apt. No) (City, State) (Zip)

Student Phone _____ Student Personal Email _____

Student OCtech Email Address _____

Parent Phone _____ Parent Email _____

High School _____ Current Grade _____

Expected Date of High School Graduation _____
(Month, Year)

Check the box for the apprenticeship(s) you would like to be considered for:

- Computer Technology (IT Support Specialist): Orangeburg-Calhoun Technical College
- Business (Office Administrative Clerk): Orangeburg-Calhoun Technical College
- Welding: Department of Public Utilities, Orangeburg
- Automotive: City of Orangeburg
- Automotive: ThermoKing Inc., Gaston
- Automotive: Department of Public Utilities, Orangeburg

I understand that I must have qualifying test scores, be on track for graduation, and have good attendance and behavior records. I understand that this is a competitive program and there are a limited number of industry placements available. I understand that I must be successful in Early College courses prior to the assignment of industry placement. 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 MAY be a TWO-YEAR PROGRAM.

Student Signature: _____

Parent Signature: _____

School Counselor Signature: _____

Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in its admission policies, activities, or employment practices.



Youth Apprenticeship Program Applicant Release of Information

Students enrolled in OCtech 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 Orangeburg-Calhoun 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
- Resume and Cover Letter
- 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
- Applicable Financial Assistance Information

Parent Name: _____
(Please print full name)

Parent/Guardian Signature: _____

Student Name: _____
(Please print full student name)

Student Signature: _____

Student Date of Birth: _____ High School: _____



Youth Apprenticeship Recommendation Form

Student Name: _____

High School: _____

The student has indicated an interest in a Youth Apprenticeship in the following career area:

- Automotive

 Machine Tool Technology
 PLTW/Mechatronics

 Welding

To assist us in evaluating this student's potential, please rate the student's performance in each area below by choosing and marking one column for each element.

Elements	No Basis for Judgement	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.

Name _____ **Relationship to Applicant** _____

Title/School/Business _____

Signature _____ **Date** _____

SAMPLE COVER LETTER FOR YOUTH APPRENTICES

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 position, I believe that I would be a good match for your company.

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

[Describe why you want to be a youth apprentice and why you think you should be hired.]

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

Sincerely,

Your Name

SAMPLE RESUME FOR YOUTH APPRENTICES

FIRST AND LAST NAME

Contact Number: XXX-XXX-XXXX

Email Address - sample@gmail.com

HIGH SCHOOL

Name of your school

Anticipated Graduation Date: Month, Year

Current High School GPA: 3.91

Current College GPA: 3.50

EARLY COLLEGE COURSEWORK (If Applicable)

Project Lead the Way Courses - EGR 130, EGT 152

AWARDS AND HONORS

National Honor Society: Fall 2018

Academic Honor Roll: 2016, 2017

EXTRACURRICULUAR ACTIVITIES

Robotics Team, 2017, 2017

ROTC 2015

Student Council 2017

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 2014, 2015, 2016

Watch neighbors elementary aged children three days per week after school

ACTIVITIES, INTERESTS, and COMPUTER SKILLS

Community Baseball League, 2015, 2016

Boy Scouts, 2011-2015

Proficient with Microsoft Word, Excel, PowerPoint, and internet research



Youth Apprenticeship Program Application Checklist

Please ensure that your completed application packet has all of the following items. Email completed application packet to Williette ng-WariBerry at waringw@octech.edu.

✓ **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 apprentice?

✓ **A resume, 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 or community service
- f. Interests and skills

✓ **Release of Information Form**

✓ **Photo Release Form**

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

Submit completed packet to:

**Williette Waring-Berry, Assistant VP of Academic Affairs
Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118**

Or email to: waringw@octech.edu

Or fax to: 803-535-1388



NOTICE OF PREFERENCE AS TO COLLEGE USE OF PHOTOGRAPHS (Student/Faculty/Staff)

It is the College's practice to take photographs of students, faculty and staff around campus and/or at college-related activities for use in various college publications, to include the OCTC web site. If the individuals in the photograph(s) are to be identified by name, or if the photograph(s) is posed rather than spontaneous, permission from the individual(s) will be obtained prior to use of the photograph(s) in the above mentioned circumstances.

If any individual does not wish to have his/her photograph(s) used in any identifiable manner, every reasonable effort will be made to accommodate that request provided the individual submits written notice of such a request to:

Publications Coordinator
Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118-8299

I agree to have my photograph used in the above-mentioned manner.

I prefer not to have my photograph used in any identifiable manner.

Print Participant's Name: _____

Signature of Participant: _____ **Date** _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ **Date** _____