



APPLICATION INFORMATION

Dane County Area Work Based Learning Program

www.dcsc.org

To apply for participation in the youth apprenticeship program, submit the following to your school to career coordinator or to your counselor at your high school. Please remember that signing up to participate in this program includes having release time from your high school classes to go to the worksite.

1. **Application:**

The application form attached is a **PDF file** that you are able to handwrite or tab and type your information on and print out the completed file. Part of the application form requires you to write/type a personal essay. You should include in the essay why you are applying to this program. Include how this program will contribute to your overall academic and future career objectives. Once you have filled out your application form please save a copy. You should print 2 copies of your application. You and your parents should sign on page 3 of your printed application before handing it in to your school to career coordinator or counselor at the high school. Please keep the extra copy for your records.

2. **Save** a copy of your application for future reference.

3. **Recommendations:** The application requires three recommendations.

- a. Two of the recommendations should come from someone within your school setting, i.e. teacher, advisor, or coach. The other recommendation should come from someone outside the school district, i.e., current employer, volunteer site coordinator, or a neighbor (not a relative).
- b. The PDF version which is attached to the PDF application allows you to print and give the recommendation to the person you're requesting the recommendation from. The person you're requesting the recommendation from should mail back the recommendation to the person listed on the form.

Please make sure that you have requested the recommendation from the person previous to giving them the form.

4. **Return** your completed and signed (page 3) application to your school to career coordinator or your counselor. Be sure to check with your school to career coordinator or counselor that both your application and all recommendations have been received.

5. For **questions** related to the application process please contact your school to career coordinator or counselor at your high school. You may also contact the Dane County Area School to Career Program at 224-7139.

Deadline for Submittal of Application: _____