



APPLICATION INFORMATION
Dane County Area Youth apprenticeship
<http://www.dcsc.org/ya-application-package/>

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 enough release time from your high school classes to go to the worksite.

1. Application:

The application form attached is a **PDF file**. Go to: <http://www.dcsc.org/forms/> - click on YA Application. Type your information in on pages 1-2, then print out. Save a copy of your application for future reference. Have your parents complete page 3. Sign page 3 before handing into your school to career coordinator or counselor.

****Strongly Recommended****A **resume** which includes:

- a) Any courses or training you have completed that support your qualifications for the program you are applying for.
- b) Any employment information (include employer's name, contact information, dates of employment and description of work responsibilities).
- c) Volunteer experiences.
- d) Work availability by semester

Here are some [sample templates](#).

2. Parent Information/Release of Information Form, this is required prior to attending a class or being placed on a jobsite.

3. Recommendations: The application requires three recommendations. The PDF version 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.

- a) Two of the recommendations should come from someone within your school setting, i.e. teacher, advisor, or coach.
- b) One from an individual in the community (employer, business owner, volunteer coordinator, neighbor).

4. Return your completed 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 Youth Apprenticeship Program at 316-1357

Deadline for Submission to your HS is _____
Applications are due to DCSC Offices by 3/31/18