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## Youth Apprenticeship Application Packet Checklist

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

✓ **Youth Apprenticeship Application Form**

PLEASE PRINT CLEARLY!

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

- a. Education (**include Hospitality & Tourism / Culinary / Event Planning courses you have taken/are taking in high school**)
- b. Awards and honors
- c. Extracurricular activities
- d. Any employment information
- e. Volunteer work/community service
- f. Interests and skills

✓ **Release of Information Form**

✓ **Media Consent and Release Form**

Submit completed packet to: Edward Bushaw, Workforce Development Director – South Baldwin Chamber of Commerce

[ed@southbaldwinchamber.com](mailto:ed@southbaldwinchamber.com) – telephone – 251-751-7070

# Hospitality / Event Planning / Culinary Youth Apprenticeship Application

Completed application packet can be e-mailed to [ed@southbaldwinchamber.com](mailto:ed@southbaldwinchamber.com)

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

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

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

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

***I understand that I must 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 1,000 (minimum) program.***

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## Applicant Release of Information

Students enrolled in 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.

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

I hereby authorize \_\_\_\_\_ High School to release information relative to his/her initial Youth Apprenticeship application, including high school records, to potential employers engaged in the Youth Apprenticeship Program.

Initial Information to be released:

- Resume
- Youth Apprenticeship Application Form

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 \_\_\_\_\_

## 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 \_\_\_\_\_ High School and its agents, and others working for the school 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 the Youth Apprenticeship 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

# SAMPLE RESUME FOR YOUTH APPRENTICES

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## Gregory Mangum

Home Phone: 843-555-5555

[goforgreg@mail.com](mailto:goforgreg@mail.com)

### HIGH SCHOOL

Foley High School, Foley, Alabama

Anticipated Graduation Date: May 2019

Current GPA: 3.71

Coursework (label as "in progress" or "anticipated"):

- *Course ABC*
- *Course DEF*

### AWARDS AND HONORS

National Honor Society: Fall 2018

Academic Honor Roll: 2017, 2018

### EXTRACURRICULAR ACTIVITIES

- Robotics Team, 2012 - 2015
- ROTC 2016, 2017
- Student Council 2016
- Varsity Football 2016-2018

### WORK EXPERIENCE

**Palmetto Lawn Service** August 2017 – Present

- + 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 2016, 2017, 2018
- Watch neighbors elementary aged children three days a week after school

### OTHER SKILLS, ABILITIES, & INTERESTS

- + Community Baseball League, 2016, 2017
- + Boy Scouts, 2005- 2012
- + Proficient with Microsoft Word, Excel, PowerPoint, Adobe Suite, and Research Techniques