

## Apprenticeship Maryland Academy Student Application

**Instructions:** Students interested in participating in the Apprenticeship Maryland Academy should complete and submit an application packet to their counselor or .

***A complete application packet must include the following:***

1. **A completed Student Application Form**
2. **A cover letter, which should address the following:**
  - Why you want to be an apprentice?
  - How do your career interests relate to the apprenticeship program for which you are applying?
  - Describe how you think any related high school courses you are currently taking or have taken in the past (Career and Technical Education (CTE) courses, mathematics, English, etc.) will help you succeed in your apprenticeship; and
  - Why we should consider you to be a participant in the Apprenticeship Maryland Academy?
3. **A résumé which includes:**
  - Career Objective;
  - Education (*including*);
    - Any courses or training you have completed that support your qualifications and interest in the Apprenticeship Maryland Academy
  - Personal Strengths (*encouraging others; working as part of a team; being accurate or precise; visualizing colors, shapes, and concepts; fixing, repairing, building and using tools; keeping deadlines, etc.*)
  - High School Awards and Honors;
  - Volunteer and Community Service;
  - Extra-curricular activities;
  - Employment information (*including unpaid internships*); and
  - Additional Skills, Hobbies.
4. **Teacher Recommendation Forms (Two)**
5. **Electrical students must complete the IEC application, Department of Labor Apprenticeship Agreement and include copies of the required documentation (license/learner's permit, birth certificate, social security card)**

## Apprenticeship Maryland Academy Cover Letter

**YOUR NAME**

Address | Telephone | Email

**Date**

Stephanie Discepolo  
Apprenticeship Maryland Academy  
Applications and Research Laboratory  
10920 Clarksville Pike,  
Ellicott City, Maryland 21042

**Dear Stephanie Discepolo:**

**Address the following:**

- Why you want to be an apprentice?
- How do your career interests relate to the apprenticeship program for which you are applying?
- Describe how you think any related high school courses you are currently taking or have taken in the past (Career and Technology Education (CTE) courses, mathematics, English, etc.) will help you succeed in your apprenticeship; and
- Why we should consider you to be a participant in the Apprenticeship Maryland Academy?

Sincerely,

**Your Name**

## Apprenticeship Maryland Academy Student Application Form

<b>Name:</b>					
	(Last)	(First)	(Middle Initial)		
<b>Home Address:</b>					
<b>City, State, Zip:</b>					
<b>Age:</b>		<b>Birth Date:</b>			
<b>High School:</b>		<b>Grade:</b>		<b>Graduation Date:</b>	
<b>Student Email:</b>		<b>Student Cell:</b>			
<b>Do you have your driver's license? if no, answer below</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Do you have your learner's permit?</b>		Yes <input type="checkbox"/> if yes, what date will you get No <input type="checkbox"/> license:			
<b>Do you have reliable transportation to work?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Number of classes needed during senior year?</b>		Two <input type="checkbox"/> Four + <input type="checkbox"/> Three <input type="checkbox"/>			
<b>Check here to indicate the following materials are included with this application:</b> <input type="checkbox"/> Two Recommendation forms <input type="checkbox"/> Résumé <input type="checkbox"/> Cover Letter					
<b>Interest Area(s):</b>					
<b>Student Signature:</b>					
<b>Date:</b>					
<b>Parent/ Guardian Name:</b>			<b>Parent/ Guardian Email:</b>		
<b>Parents Signature:</b>					

## Apprenticeship Maryland Academy Recommendation Form

Student Name:	
---------------	--

Employability Skills	Above Average	Average	Below Average
Attendance/ Punctuality			
Works well with others			
Meets deadlines			
Completes work independently			
Accepts constructive criticism			
Willingness to follow instructions			
Initiative/ Motivation			

Please provide comments and/ or examples to support your ratings in the space below:

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Apprenticeship Maryland Academy Recommendation Form

Student Name:	
---------------	--

Employability Skills	Above Average	Average	Below Average
Attendance/ Punctuality			
Works well with others			
Meets deadlines			
Completes work independently			
Accepts constructive criticism			
Willingness to follow instructions			
Initiative/ Motivation			

Please provide comments and/ or examples to support your ratings in the space below:

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_