



APPLICATION INFORMATION

Dane County Area Work Based Learning Program

www.dcsc.org/yapapplication

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**. You can either handwrite or go to www.dcsc.org/yapapplication/yapapplication and type your information on (preferred) and print out.

a. Application form

- Why are you are applying to this program.
- How will this program contribute to your overall academic and future career objectives?
- Why do you think you should be considered for this program?

Save a copy of your application for future reference. Print out 2 copies. Sign page 3 before handing into your school to career coordinator or counselor.

2. 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.

3. **Parent Information/Release of Information Form**

4. **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.

5. **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.

6. 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 224-7139.

Deadline for Submittal of Application: _____