

Clerical Apprenticeship Program Application

Application Instruction: Please complete the entire application and have your supervisor/principal sign the bottom. Please include a professional resume and unofficial transcript of any post-secondary education you have completed. Applications received without a professional resume will not be considered. Your application will be reviewed by the Clerical Advisory Board and Human Resources.

Name: _____ Employee ID: _____

Telephone #: _____ Current Work Location: _____

Current Job Function: _____ Highest Level of Education: _____

Please write a brief paragraph explaining why you would like to be part of the Clerical Apprenticeship Program.

Applicant Signature: _____ Date: _____

Supervisor/Principal Recommendation:

I confirm above employee is in good standing and recommend him/her for the apprenticeship program.

Supervisor/Principal Signature: _____ Date: _____