



Apprenticeship Application

HIREd! Apprenticeship Candidate's Name			
Candidate's Birth Date	Candidate's Current Age		
School grade Candidate is currently attending			
<input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th			
Candidate's Social Security Number (this information is required for the youth to receive their cash award!)			
Candidate's Mailing Address (please give the complete address including city & zip code)			
Candidate's E-Mail Address			
Candidate's Home Phone #			
Candidate's Cell Phone #			
Apprenticeship Term this Candidate is applying for (circle only one)			
Summer '12 (June-August)	Fall '12 (August-November)	Winter '12 (November-February)	Spring '12 (March-May)
Please list any prior work experience			
Please list any previous workforce-preparation or secondary-education exploration training (Example: High School Career Exploration Course or Summer Internship)			
Do you have a disability or food allergy?			

***TURN IN WITH YOUR APPLICATION:**

Copies of: your **Birth Certificate**, your **Social Security Card** & your most recent **Report Card!**



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Requested Placement Site

Business Operations

- Bowling Center
- Restaurant/Food Service
- Patriot Club/Event Center
- Golf Course
- Other _____

*You may choose as many as 5 placement sites.

Child, Youth & School (CYS) Services

- Central Enrollment Registration Office
- Child Development Center
- Edge Program Assistant
- School-Age Center Program Assistant
- Sports & Fitness Complex/Program
- Youth/Teen Center Program Assistant
- CYSS Administrative Assistant (clerical duties)
- Other _____

Soldier & Community Recreation

- Automotive Center
- Library
- Outdoor Recreation Center
- Sports & Fitness Center
- RecPlex
- Museums
- Welcome Center

MWR (building 4700)

- Financial Management
- Marketing Office
- ACS Soldier/Family Support

Date received by HIRED! Program Coordinator	
HIRED! Program Coordinator's signature	

HIRED! Apprenticeship Program Candidate's Signature, Today's Date

Candidate's Parent/Legal Guardian's Signature, Today's Date

Apprenticeship Contract & Instrument of Understanding (continue)

- fundraise for either financial campaigns or endowment drives, solicit gifts, or aid any business or organization for profit.
- c) The HIRED! Apprentice understands that the following will constitute a violation of the Program's rule of conduct:
 - 1) Unauthorized tardiness or unauthorized absence
 - 2) Repeated use of inappropriate language (i.e., profanity)
 - 3) Stealing or lying
 - 4) Engaging in activity that may physically or emotionally damage other participants of the Program or members of the community
 - d) The HIRED! Apprentice understands the following will constitute a violation of the Drug-Free Workplace Act:
 - 1) Processing or using any illegal drugs during the term of service
 - 2) Consuming alcoholic beverages either prior to or during the performance of service activities
 - 3) Being under the influence of alcohol or illegal drugs during service activities
 - 4) Failure to notify the Program of a criminal arrest or conviction occurring during the term of service
 - e) For violating the above-mentioned rules, the Program will do the following, except in cases in which during the term of service, the HIRED! Apprentice has been charged with or convicted of a violent felony, possession, sale or distribution of a controlled substance.
 - 1) First offense, the HIRED! Program Coordinator will issue a verbal warning
 - 2) Second offense, the HIRED! Program Coordinator will issue a written warning and reprimand to the HIRED! Apprentice
 - 3) Third offense, the HIRED Program Coordinator will terminate the HIRED! Apprentice
 - f) The Program and the Morale, Welfare & Recreation (MWR) Placement Site reserve the right to release the HIRED! Apprentice for due cause if, in the opinion of the Program or MWR Employer, his or her conduct undermines the effectiveness of the operation of the MWR Placement Site to which he or she is assigned.
 - g) The Program and the MWR Placement Site may release the HIRED! Apprentice for due cause if, in the opinion of the MWR Employer, he or she repeatedly or periodically continues to demonstrate inappropriate behavior by engaging in a pattern of misconduct.
 - h) The HIRED! Apprentice understands that he or she will be released for due cause, without a HIRED! Cash Award regardless of hours worked, in accordance with Paragraphs b), c), d) and e) of Section 4 of this Agreement.

5. Release from Program Term

The HIRED! Apprentice understands that Child, Youth & School (CYS) Services may terminate an Apprentice at any time during a HIRED! Apprenticeship Term if the Apprentice is under the investigation for a misdemeanor, felony, and/or the sale or distribution of a controlled substance. HIRED! Apprentices may also be released if work performance is deemed unsatisfactory by an MWR Placement Site, as documented by the MWR Placement Site and HIRED! Program Coordinator. HIRED! Apprentices may terminate apprenticeships at any time. Authorization to start a new

at a later date will then be determined by the HIRED! Program Coordinator on a case-by-case basis.

6. Grievance Procedure

In the event that informal efforts to resolve disputes are unsuccessful, the HIRED! Apprentice may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluation, or release from cause.

a) Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) must be selected within seven (7) days of dispute. If a HIRED! Apprentice chooses ADR as a first option, a neutral party designated by the Program will attempt to facilitate a mutually-agreeable resolution. The neutral party must not have participated in any previous decisions concerning the dispute. ADR is confidential, non-binding, and informal. No ADR proceedings may be referred to at the grievance-hearing or arbitration states. The neutral party may not participate in future proceedings.

b) Formal Grievance-Hearing

A HIRED! Apprentice may request a grievance-hearing without participation in ADR, or if ADR fails to resolve the dispute. The HIRED! Apprentice should make a written request within seven (7) days of grievance for a hearing to the following four individuals: the Employer, the Youth Program Director, the HIRED! Program Coordinator, and the CYS Services Coordinator. Once a request for a grievance-hearing is made, the Program should provide the HIRED! Apprentice all information used in disciplinary decisions regarding the occurrences in question.

7. Statement of Understanding

I, _____, parent/legal guardian of _____, understand that the staff members with whom my son/daughter will come in contact at the Placement Site during the HIRED! Apprenticeship may not have the same background-check clearances as CYS Services staff members.

I have also been informed that the Site Mentor who will work directly with my son/daughter at the Placement Site has local background check clearances but may not have undergone a Childcare National Agency Check & Inquiries (CNACI).

8. Photo Release

Please complete either 1) or 2) below.

- 1) I, _____, hereby grant Child, Youth & School Services my permission and consent to use my name, photograph, and personal information in media coverage or publicity materials related to the Program.

- 2) I, _____, do not give Child, Youth & School Services my permission to use my likeness or information in any publicity materials.

9. Electronic Device Policy:

Cell Phones, iPads, mp3 Players or any other electronic devices should not be used while acting in an Apprentice capacity; unless approved by the Mentor or Hired! Program Coordinator.

- 1) First offense, the HIRED! Program Coordinator will issue a verbal warning
- 2) Second offense, the HIRED! Program Coordinator will issue a written warning, reprimand to the HIRED! Apprentice and notify parent/guardian.
- 3) Third offense, the HIRED Program Coordinator will terminate the HIRED! Apprentice

HIRED! Apprentice's Signature	Today's Date
<hr/>	
HIRED! Apprentice's Parent/Legal Guardian's Signature	Today's Date
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HIRED! Program Coordinator's Signature	Today's Date



HIRED! Government Vehicle Transportation Permission



Apprentice's Name	
Dates of HIRED! Term	
Site Mentor Contact Information	Name: Office: Cell: Hired! Office 442-5407 5098 Youth Center 442-6745
Departure/Arrival Location (Primary Apprenticeship Location)	
Alternate Location	Fort Sill Youth Center
Alternate Location	

Is there anything we should know to better understand your teen?

Please let staff know:

- If your teen has any potential life-threatening allergies or health conditions which could require immediate medical attention (such as peanut allergies, bee-sting allergies, asthma or diabetes).
- If your teen generally carries a medication autoinjector (i.e., EpiPen or Twinject), a nebulizer, or any other medication to treat emergency situations. *HIRED! Site Mentors are not trained to administer these medications.*
- If your teen has any special needs or physical limitations.
- If there is other **important information** and/or **concerns** about your teen(s).

"I, the undersigned, am the parent or legal guardian of the above-named apprentice, and do hereby authorize the above-named apprentice to be transported by government vehicle in support of HIRED! Apprenticeship requirements. I understand that by signing this form, I acknowledge and agree that the above-named apprentice may need to be transported in a government vehicle from the primary apprenticeship location to an alternate apprenticeship site on or off-post.

I understand that the apprentice may be alone in the government vehicle with the HIRED! Site Mentor when transported to and from an alternate apprenticeship site. I also understand that the HIRED! Site Mentor working with the apprentice may not have the same background-check clearances as Child, Youth & School (CYS) Services staff members.

I understand that all participants in the HIRED! Program must be registered with CYS Services and any illnesses, prescribed medications, or special needs associated with the apprentice must be conveyed to the Workforce-Preparation Coordinator prior to participation in a HIRED! Apprenticeship."

Parent or Legal Guardian's Printed Name	
Parent or Legal Guardian's Home Phone #	
Parent or Legal Guardian's Cell Phone #	
Parent or Legal Guardian's Signature →	
Today's Date <i>(This form is valid for one HIRED! Term)</i>	