



# Apprenticeship Criteria

## The HIRED! Apprentice will . . .

1. Be a U.S. Citizen, U.S. National, or lawful permanent resident alien of the United States of America (Proof required. See Apprentice Application Checklist below).
2. Be between fifteen (15) and eighteen (18) years of age (Proof required. See Apprentice Application Checklist below).
  - **If fifteen (15) years of age** (does not apply to 16-18 year-olds), work no more than:
    - a) Three (3) hours on a school day or eighteen (18) hours in a school week.
    - b) Eight (8) hours on a non-school day or forty (40) hours in a non-school week.
    - c) Before 7 a.m. or after 7 p.m., except from June 1 through Labor Day, when evening hours is extended to 9 p.m.
3. Be currently attending high school. (Proof required. See Apprentice Application Checklist below).
4. Must currently possess and maintain a 2.0 (C) grade-point average or better throughout HIRED! Apprentice term (Proof required. See Apprentice Application Checklist below).
5. Must be currently registered with Child, Youth & School (CYS) Services.
6. Be subject to the satisfactory completion of local police background check in accordance to Army Regulation (AR) 215-3.
7. Have successfully completed prerequisite HIRED! Workforce-Preparation Classes or Secondary-Education Training. (Youth will receive this during their first week in the Program in a Career Prep Workshop)
8. Work in a temporary capacity in a designated Morale, Welfare & Recreation (MWR) Program participating in the HIRED! Apprenticeship Program.
9. Work under the supervision of a designated MWR manager.
10. Receive visitors, customers and telephonic inquiries.
11. Direct callers to appropriate persons within the MWR Program.
12. Answer inquiries from own knowledge of the MWR Program in which they are working.
13. Make decisions about priority and urgency of customer inquiries.
14. Maintain records, receive and verify documents, and research and compile information.
15. Issue and receive equipment.
16. Arrange equipment and supplies for various MWR services, activities and events.
17. Assist with facility maintenance, clean-up, and security, as required.
18. Adhere to established customer-service standards.
19. Provide customer information and general instructions, when needed.
20. Initiate new ideas to enhance and/or expand activities, events, customer service or other aspects of the MWR Program.

HIRED! Application Checklist	Criterion Met
<b>HIRED! Apprentice Application</b> (including all necessary signatures)	<input type="checkbox"/>
<b>*Citizenship Documentation</b> (if a U.S. Birth Certificate cannot be obtained, then an unexpired U.S. Passport, Immigration & Naturalization Services Certificate of Citizenship, Department of State Form FS-240, or Alien Resident Receipt Card has been provided)	<input type="checkbox"/>
<b>*Copy of Social Security Card</b> (this does not serve as proof of citizenship)	<input type="checkbox"/>
<b>*Educational Status Documentation</b> (copy of latest grade report)	<input type="checkbox"/>
<b>MWR Placement Site Requested</b>	<input type="checkbox"/>

**\*COPIES OF THESE DOCUMENTS NEED TO BE SUBMITTED WITH THE PROGRAM APPLICATION**