

ENGLEWOOD BUSINESS APPRENTICESHIP PROGRAM

Summer 2017

General Information

Thank you for your interest in Englewood's Business Apprenticeship Program. This exciting program pairs junior and senior high school students with experienced business mentors from the community. Selected students receive hands-on experience, professional training, support, and a \$1,200 stipend.

Who is Eligible?

Any student who is entering their junior or senior year of high school or a 2017 graduate who is an Englewood resident is invited to apply to the program. Students must be at least 16 years old. Students must be in good academic standing with a GPA of at least 2.0.

Program Schedule

July 05 - August 11. Daily work schedule will be determined by assigned supervisor.

Apprenticeship Requirements

The apprentice commits to work 25 hours each week. (Not including the July 4th week)
Missed days must be made up to complete the required hours.

Apprentices are required to attend *all* of the following events:

- *Workplace Readiness Workshops* – Wednesdays, May 17 – June 14, 2:50pm-3:50pm, The ZONE, Room 237, DMHS
- *“Workshop Wednesday”* July 12 - August 9, 10am-12pm (lunch included). Experienced professionals facilitate workshops to equip apprentices with skills necessary to complete in the workforce.
Location: Englewood Public Library, McKay Room
- *Closing Ceremony & Reception* - Friday, August 11, 2017, 12:00pm.
Location: Chiang Auditorium, Englewood Hospital & Medical Center

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Selection Process

An independent Apprenticeship Selection Committee comprised of local business/non-profit leaders will review each application, conduct interviews, and select Apprentices. Interviews will be scheduled beginning Wed, April 12. All accepted applicants will be notified by Friday, April 28.

Transportation

Apprentices must have access to transportation to and from work, workshops, etc.

Applications

Please refer to the Application Form (below) for application submission process and requirements. The deadline for submitting a completed Application Form is Friday, April 7. Applications are available at:

1. Dwight Morrow High School, 274 Knickerbocker Road at the Zone, Room 237
2. Clerk of City of Englewood's Office, 2-10 North Van Brunt Street
3. City of Englewood website: www.cityofenglewood.org

Questions?

For further information, please contact EnglewoodApprenticeships@gmail.com or call Maria Mulry at the ZONE, 201-862-6282.

Englewood Business Apprenticeship Program is supported by:

City of Englewood

Englewood Chamber of Commerce

Bergen Family Center – The ZONE

2017 ENGLEWOOD BUSINESS APPRENTICESHIP PROGRAM

July 5, 2017 – August 11, 2017

APPLICATION FORM INSTRUCTIONS

INSTRUCTIONS

The deadline for submitting an application is Friday, April 7. A complete application consists of *two* items:

- 1. Completed Application Form (below)**
- 2. Resume (if you have one)**

Completed applications form should be delivered by mail or by hand to either:

**Dwight Morrow High School
274 Knickerbocker Road
The Zone Room 237
Englewood, NJ 07631
Attn: Maria Mulry**

**City of Englewood
Clerk's Office
2-10 North Van Brunt Street
Englewood, NJ 07631**

2017 ENGLEWOOD BUSINESS APPRENTICESHIP

July 5, 2017 – August 11, 2017

APPLICATION FORM

APPLICANT INFORMATION

Name _____ DOB: _____ How old will you be on 6/30/17 _____

Present grade _____ GPA _____ Expected year of Graduation _____

Address _____

Mobile number _____ Home number _____

Email address _____

Name of the High School you are presently attending _____

Parent/ Guardian Information

Name _____

Address _____

Mobile number _____ Home number _____

Email address _____

Employment or Volunteer Experience (add additional pages if needed)

Employer _____ Telephone number _____

Dates of employment _____

Position _____

Contact name: _____

Employer _____ Telephone number _____

Dates of employment _____

Position _____

Contact Name _____

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July 05 2017 – August 11, 2017
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What is your area of interest? (Check three)

- | | |
|--|--|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Food industry | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Medical field | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Office/clerical | <input type="checkbox"/> Senior/Elderly Services |
| <input type="checkbox"/> other (specify) | |

Your values, abilities and interests will help determine the best placement. Describe the following:

Your Values (what is important to you?)

Your Abilities (what are you good at?)

Your Interests (what do you like to do?)