

ENGLEWOOD BUSINESS APPRENTICESHIP PROGRAM

A Collaboration between:

City of Englewood
Englewood Chamber of Commerce
Bergen Family Center – The ZONE



Bergen
Family
Center

SUMMER 2020

General Information



Thank you for your interest in Englewood's Business Apprenticeship Program. This exciting program pairs rising 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 an Englewood resident
- Any student entering their junior or senior year of high school.
- Student must be at least 16 years old.
- Student must be in good academic standing with a GPA of at least 2.0.

Program Schedule

- *Monday, June 29 – Friday, August 7*

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)
- More than one (1) day absent may result in termination from the program.
- Any missed days must be made up to complete the required hours.

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

Workplace Readiness Workshops

- *April 22nd - May 20th* 2:50pm-3:45pm - The DMHS Library, 2nd Floor

Summer Workshop Wednesdays

- *July 1st - August 5th* 10am-12pm (lunch included)
Experienced professionals will facilitate workshops to equip apprentices with skills necessary to succeed in the workforce. Location: TBA

Closing Ceremony & Reception

- *Friday, August 9th* Invitation will follow. Location: TBA

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Selection Process

- An independent Apprenticeship Selection Committee will review each application, conduct interviews, and select apprentices.
- Interviews will be scheduled between **March 25th – April 1st**
- All accepted applicants will be notified by **April 15th**

Transportation

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

Applications

- Please refer to the Application Form (attached) for application submission process and requirements
- **The deadline for submitting a completed Application Form is Friday, March 20th**

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
4. Englewood Chamber of Commerce website: www.Englewoodnjchamber.com

Questions?

For further information, please contact Maria Mulry at the ZONE, 201-862-6282.

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APPLICATION FORM

INSTRUCTIONS:

The deadline for submitting the application is Friday, March 20th.

Completed applications form should be delivered by mail or by hand to either of the following locations:

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

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APPLICATION FORM

APPLICANT INFORMATION

Name _____ DOB _____ How old will you be on 6/30/20 _____

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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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"/> Childcare |
| <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?)