

Check it out! → **Leon WORKS Junior**

## **Apprenticeship Program**

- Shadow and assist a County staff member for one (1) Semester
- Complete CareerSource Capital Region's LEAP Training
- Earn an hourly salary
- Elective credit

Basic Eligibility Requirements (*detailed eligibility requirements on application*):

- ✓ Junior or Senior at least 16 years old
- ✓ Leon County resident
- ✓ Minimum 2.5 GPA
- ✓ Have no more than five (5) absences per each nine weeks

Applications available in the Guidance Office \*

Deadline to apply is March 31<sup>st</sup>!

\*MUST meet with your Guidance Counselor before applying



## JUNIOR APPRENTICESHIP PROGRAM EMPLOYMENT OPPORTUNITY

The Leon Works Junior Apprenticeship Program is an opportunity for Leon County high school juniors/seniors to prepare for a skilled career – those jobs requiring more than a high school diploma, but less than a four-year degree. **By the year 2025, over 68,000 skilled jobs will be available in the Leon County area.** To prepare students to fill these jobs, Leon County Government is partnering with CareerSource Capital Region and Leon County Schools to provide students with job readiness training and work experience!

For one semester, selected students will work in a Leon County department as a Junior Apprentice shadowing and assisting a County staff member in a skilled career field that the student is interested in pursuing. Junior Apprentices will also complete CareerSource Capital Region's LEAP training to prepare them for entering the workforce after graduation. In addition to gaining valuable work experience and training, Junior Apprentices earn an hourly salary and elective credit toward their high school diploma.

*Apply now for the following Junior Apprenticeship positions!*



**Healthcare &  
Emergency Services**



**Trades**



**Business & IT**



**Creative Careers**

- EMT/Paramedic
- Medical Administrative Associate
- Computer-Aided Design (CAD)
- Fleet Mechanic
- Construction Contract Management
- IT Tech Support
- Web Development
- Graphics & Digital Design (Library)
- Graphics & Digital Design (Community & Media Relations)



-----In Partnership With-----



## ELIGIBILITY REQUIREMENTS

<b>School Requirements:</b>	Must be a junior or senior at least 16 years old residing in Leon County and attending a Leon County Charter, Private, Public or LCS Virtual school.
<b>Age Requirements:</b>	Must be a junior or senior at a Leon County High School and at least 16 years old.
<b>Minimum GPA &amp; Absences:</b>	Minimum 2.5 G.P.A. and no more than 5 school absences per nine weeks.
<b>Past Coursework:</b>	Must be enrolled in or have previously completed a Career & Technical Education (CTE) Program.
<b>Required Training:</b>	Must be able to attend mandatory Leon County Government Orientation and LEAP Training with CareerSource Capital Region if selected for the Junior Apprenticeship program. (This training is required but unpaid.)
<b>Transportation:</b>	Must be able to provide your own transportation to your Leon County worksite.
<b>Work Schedule:</b>	<p>You must be able to take the Junior Apprenticeship as an elective during your last class period of the day. Students dual enrolled at Lively Technical College are permitted to take the Junior Apprenticeship as an elective on Fridays from 1 to 5 p.m.</p> <p>Before applying, meet with your school guidance counselor to see if the Junior Apprenticeship will fit into your schedule.</p>
<b>Fleet Mechanic Applicants Only:</b>	<p>Must be dual-enrolled in the Automotive Services Technology Program at Lively Technical College.</p> <p>Must be able to work on Fridays from 1:00p.m. to 5:00p.m.</p>
<b>EMT/Paramedic Applicants Only:</b>	Must be at least 17 years old at the start of the semester. Must be in enrolled in or previously completed a First Responders or Medical CTE course. Must have parent/guardian permission to participate in ambulance ride-alongs.

## INSTRUCTIONS

- ✓ Meet with your school guidance counselor to discuss whether the Junior Apprenticeship will fit into your course schedule.
- ✓ Make sure your application is complete and all information is correct. False statements are grounds for disqualification or employment termination.
- ✓ Notify the hiring department directly and in advance if, due to a disability, you require special accommodations to participate further in the employment process.
- ✓ Once filled out, submit the completed application to your school guidance counselor. Your guidance counselor will need to complete the following section and submit your completed application to Leon County Government at [LeonWorksJrApprentice@LeonCountyFL.gov](mailto:LeonWorksJrApprentice@LeonCountyFL.gov)

**VERIFICATION OF ELIGIBILITY (SCHOOL GUIDANCE COUNSELOR MUST FILL OUT THIS SECTION)**

*Before submitting your Junior Apprenticeship Application, please have your guidance counselor complete and sign the following section.*

- I have reviewed the following application and verified that the student meets all eligibility requirements for the Leon Works Junior Apprenticeship Program. **YES**  **NO**
- If selected, the student will be able to take the Junior Apprenticeship as their last class period for the entire semester (Students dual enrolled at Lively Technical College are permitted to take the Junior Apprenticeship as their last period class on Fridays from 1 to 5 pm). **YES**  **NO**

**Guidance Counselor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Once complete, please submit this application to [LeonWorksJrApprentice@LeonCountyFL.gov](mailto:LeonWorksJrApprentice@LeonCountyFL.gov).*

**CONTACT INFORMATION (This will be the method used to contact you if selected.)**

<b>Name:</b> Enter name.		<b>School:</b> Enter name.	
<b>Address:</b> Enter address.	<b>City:</b> Enter city.	<b>State:</b> FL	<b>Zip:</b> Enter zip.
<b>Primary Email:</b> Enter email.	<b>Primary Phone</b> Enter phone #.	<b>Shirt Size (circle Men or Ladies):</b> Select Size	
<b>Secondary Email:</b> Enter email.	<b>Secondary Phone</b> Enter phone #.		

**PARENT/LEGAL GUARDIAN CONTACT INFORMATION**

<b>Name:</b> Enter name.	
<b>Primary Email:</b> Enter email.	<b>Primary Phone</b> Enter phone #.
<b>Secondary Email:</b> Enter email.	<b>Secondary Phone</b> Enter phone #.

## JUNIOR APPRENTICESHIP POSITION

Which semester are you applying for (select one)?      Fall       Spring       Year: Enter year.

Which Junior Apprenticeship positions would you like to apply for? (Students may apply for one or two different positions.)

1<sup>st</sup> Position Applying for: Choose a position.

2<sup>nd</sup> Position Applying for: Choose a position.

Detailed descriptions of each Junior Apprenticeship are available online at [LeonWorksJrApprentice.com/ApplyNow](http://LeonWorksJrApprentice.com/ApplyNow)

## HOW DID YOU HEAR ABOUT THE PROGRAM?

Facebook       Instagram       Twitter       TV AD       Radio AD       School Faculty

Word of Mouth

Other: Enter text.

## WORKFORCE INNOVATION & OPPORTUNITY ACT YOUTH ELIGIBILITY

The Junior Apprenticeship Program is funded in part by the Workforce Innovation & Opportunity Act (WIOA) Youth Grant. Please complete the following questions to help us determine whether you meet WIOA eligibility requirements for in-school youth. The more accurate the information you provide, the easier it will be to enroll you in the program. **All information is confidential.**

What is your date of birth?      MM/DD/YYYY

Are you a U.S. Citizen?    YES       NO       If "NO" do you possess an I-151, I-1551, or an I-94 card stamped Employment Authorized?"    YES     NO

How many people are in your household?

Enter number. People

What is the total income for your family/household?

\$ Enter total income.

In the past 6 months has your family received assistance through the supplemental nutrition assistance program (SNAP) or the supplemental security income program established under TITLE XVI of the Social Security Act, or any other State or local income-based public assistance?      YES       NO

Select all that apply:

- I am an English Language Learner
- I have been arrested or convicted of any crimes
- I have an Individualized Education Plan (IEP) or have a documented disability
- I am currently homeless, am a runaway, or am in an out-of-home placement
- I am currently in foster care or have been in foster care
- I am pregnant or a parenting youth

### AFTER SCHOOL ACTIVITIES

Do you participate in any after school activities (sports, clubs, etc.). YES  NO

If "YES" please list them and the dates/times they occur. [Click here to enter text..](#)

### WORK SCHEDULE & TRANSPORTATION

How will you travel from school to your County worksite? Choose an item.

Please select your preferred work schedule:

<b>Schedule Option A</b> <input type="checkbox"/> Monday-Friday 2:00p.m.-5:00p.m. Total: 15 Hours/ week	<b>Schedule Option B</b> <input type="checkbox"/> Monday-Friday 2:30p.m.-5:00p.m. Total: 12.5 Hours/ week	<b>Schedule Option C</b> <input type="checkbox"/> Monday-Friday 3:00p.m.-5:00p.m. Total: 10 Hours/ week	<b>Schedule Option D</b> <input type="checkbox"/> <i>(For students dual enrolled at Lively Technical College)</i> Friday 1:00p.m.-5:00p.m. Total: 4 Hours/ week
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### EDUCATION AND TRAINING

LEVEL	INSTITUTION	GPA	LAST GRADE COMPLETED	PREVIOUSLY COMPLETED CTE PROGRAMS/RELATED COURSEWORK
<b>High School</b>	Enter school.	Enter GPA.	Choose grade.	Enter text.
<b>Dual Enrollment</b>	Enter text.	Enter GPA.	N/A	Enter text.

Will you be enrolled in a Career and Technical Education (CTE) program or related course during the semester? YES  NO

If "YES," please list each CTE program or courses you will be taking that are related to the Junior Apprenticeship position you are applying for. Enter programs/courses.

## WORK RECORD

List all previous employment; begin with your **PRESENT** or most recent job . Include volunteer work or hobbies where you gained relevant experience or skills. Resumes or additional sheets may be attached for more specific descriptions.

**Job Title:** Enter text.

**Employer:** Enter text.

**City:** Enter city.

**State:** Enter state.

**Supervisor's Name:** Enter name.

**Dates Employed:** Enter date. to Enter date.

**Hours per week:** Choose hours.

**Job Duties:** Enter text.

**Job Title:** Enter text.

**Employer:** Enter text.

**City:** Enter city.

**State:** Enter state.

**Supervisor's Name:** Enter name.

**Dates Employed:** Enter date. to Enter date.

**Hours per week:** Choose hours.

**Job Duties:** Enter text.

**Job Title:** Enter text.

**Employer:** Enter text.

**City:** Enter city.

**State:** Enter state.

**Supervisor's Name:** Enter name.

**Dates Employed:** Enter date.. to Enter date.

**Hours per week:** Choose hours.

**Job Duties:** Enter text.

## ESSAY SECTION

In the space below, please explain why you would like to participate in the Leon Works Junior Apprentices Program. Discuss how the opportunity will help you pursue your career goals.

Begin writing essay here.

## CERTIFICATE OF APPLICANT

I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresentation, or omission of fact may cause my application not to be considered; or, if I am employed, may cause my immediate dismissal. I authorize the Human Resources Division of Leon County and CareerSource Capital Region to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that if I am selected for this position, and I am 18 years or older, prior to employment, a criminal history screening of my background may be conducted. I also understand and acknowledge that I am applying for a temporary position in the Leon Works Junior Apprenticeship Program.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_