Clerical Apprenticeship Program Application

Application Instruction: Please complete the entire application and have your supervisor/principal sign the bottom. Please include a professional resume and a copy of your High School Diploma or GED. Applications received without requested documents will not be considered. The CAP application and documents must be turned in to Human Resources by close of business **November 30, 2022**.

Name: _____ Employee ID: _____

Telephone #: _____ Current Work Location: _____

Current Job Function: _____Highest Level of Education: _____

Please write a brief paragraph explaining why you would like to be part of the Clerical Apprenticeship Program.

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Applicant Signature: _____ Date: _____

Supervisor/Principal Recommendation:

I confirm above employee is in good standing and recommend him/her for the apprenticeship program.

Supervisor/Principal Signature: _____ Date: _____