

HCPS APPRENTICESHIP MARYLAND PROGRAM  
OFFICE OF CAREER AND TECHNOLOGY EDUCATION



A COMPLETE APPLICATION PACKET MUST BE SUBMITTED TO YOUR APPRENTICESHIP AND WORKFORCE DEVELOPMENT TEACHER SPECIALIST AND MUST INCLUDE THE FOLLOWING:

1. Completed HCPS Apprenticeship Maryland Program Application Form.
2. A cover letter and resume which includes:
  - Career objective
  - Education (including); coursework that may be relevant toward Apprenticeship opportunity
  - Personal strengths
  - High school awards and honors
  - Volunteer and community service
  - Extra-curricular activities
  - Employment information (including unpaid internships)
  - Additional skills and hobbies
3. A completed HCPS Apprenticeship Maryland Program Teacher Recommendation Form:
  - Complete the student information section and submit the request to your teacher of related instruction.
  - The teacher should complete the recommendation section and return the form to your Apprenticeship and Workforce Development Teacher Specialist.

Any application submitted without the required components above will not be processed.

The information contained in the completed application and any attachments will be shared with apprenticeship employers and those apprenticeship employers are solely responsible for selecting students for each apprenticeship. An interview or placement is not guaranteed.

HCPS Contact:

Matt Johnstone  
Coordinator of Apprenticeships and Workforce Development  
Harford County Public Schools  
102 South Hickory Avenue, Bel Air, MD 21014  
410-809-6317 | [matthew.johnstone@hcps.org](mailto:matthew.johnstone@hcps.org)

School Based Apprenticeship and Workforce Development Teacher Specialists:

Aberdeen High School: [Timothy.Pistel@hcps.org](mailto:Timothy.Pistel@hcps.org)  
Bel Air High School: [Joni.Poust@hcps.org](mailto:Joni.Poust@hcps.org)  
C. Milton Wright High School: [Christine.Allred@hcps.org](mailto:Christine.Allred@hcps.org)  
Edgewood High School and Swan Creek School: [Ryan.Bayne@hcps.org](mailto:Ryan.Bayne@hcps.org)  
Fallston High School and Havre de Grace High School: [Anna.Becker@hcps.org](mailto:Anna.Becker@hcps.org)  
Harford Technical High School and North Harford High School: [Jeanne.Heinze@hcps.org](mailto:Jeanne.Heinze@hcps.org)  
Joppatowne High School and Patterson Mill High School: [Jennifer.Chandler@hcps.org](mailto:Jennifer.Chandler@hcps.org)

For more information on Apprenticeship Maryland Program:

<https://www.dllr.state.md.us/employment/appr/youthappr.shtml>

*The Harford County Public School System does not discriminate on the basis of race, color, age, national origin, religion, sexual orientation, or disability in matters affecting employment or in providing access to programs. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Director of Public Information, 410-588-5203.*

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**PART I - APPLICANT INFORMATION**

**STUDENT INFORMATION**

STUDENT NAME (LAST, FIRST, MI): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ AGE: \_\_\_\_ GRADE: \_\_\_\_ STUDENT ID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS(s): PERSONAL: \_\_\_\_\_ HCPS Email: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

SCHOOL: \_\_\_\_\_ COUNSELOR NAME: \_\_\_\_\_

POSITION(S) APPLYING FOR: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

PARENT/GUARDIAN NAME (LAST, FIRST): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

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**PART II - STUDENT / PARENT / GUARDIAN CONSENT**

**I UNDERSTAND AND AGREE TO THE FOLLOWING:**

The information contained in this application and any attachments will be shared with apprenticeship employers and that apprenticeship employers are solely responsible for selecting students for each apprenticeship. An interview or placement is not guaranteed.

Students participating in the HCPS Apprenticeship Maryland Program must comply with all HCPS policies and regulations while participating in the program and all program-related activities. Failure to comply with policies and regulations may result in loss of placement and dismissal from the Apprenticeship Maryland Program.

Students participating in the HCPS Apprenticeship Maryland Program must complete a minimum of 450 hours of work-based training at an approved apprenticeship employer and one year of related classroom training.

Students under 18 participating in the HCPS Apprenticeship Maryland Program must obtain a work permit according to the state laws in which the student works.

Students participating in the HCPS Apprenticeship Maryland Program must follow all employer policies and procedures, safety guidelines, and professional expectations.

Students participating in the HCPS Apprenticeship Maryland Program may be required to be passengers in a personal or work vehicle driven by apprenticeship employer staff to/from work-related events. It is agreed and understood that HCPS would be held harmless for any liability or damages that may occur.

Students participating in the HCPS Apprenticeship Maryland Program must notify the employer of any absence or late arrival, including a request for time off, according to employer policy.

Students participating in the HCPS Apprenticeship Maryland Program must notify the Apprenticeship Coordinator of any concerns or complaints with the assigned employer placement or working conditions.

Students participating in the HCPS Apprenticeship Maryland Program must maintain passing grades in all remaining school subjects and complete all assignments given by the Apprenticeship Coordinator by the due date.

Students participating in the HCPS Apprenticeship Maryland Program must complete the minimum number of work hours and related instruction agreed upon by the employer, Apprenticeship Coordinator, and student. Work hours may extend beyond the traditional school day.

Students participating in the HCPS Apprenticeship Maryland Program must provide transportation to the work site and assume all transportation costs.

**DO YOU HAVE RELIABLE TRANSPORTATION:  YES  NO**

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Students participating in the HCPS Apprenticeship Maryland Program must participate in progress/performance reviews scheduled with the employer and Apprenticeship Coordinator.

Program staff and the apprenticeship employer will communicate with the student submitting this application at the number(s) and email address(s) provided in Part I of this application.

Students participating in the HCPS Apprenticeship Maryland Program may be photographed, interviewed, and videotaped. They may be featured in materials to increase public awareness of the Apprenticeship Program and Career and Technical Education through social media, newspapers, radio, TV, brochures, and other media types. By signing below, you permit the Apprenticeship Maryland Program and the Office of Career and Technical Education designees, representatives, partners, and authorized media organizations permission to print, photograph, and record the student apprentice for use in audio, film, or any other electronic, digital, and printed media. There is no compensation to the student for these uses, and HCPS owns the rights to all images, videos, recordings, and any works created with them. If you do not wish to be photographed, interviewed, and videotaped for the HCPS Apprenticeship Maryland Program, you may opt out at any time by providing a written request to the Office of Career and Technical Education.

By signing below, I acknowledge that I have completely read and fully understand and agree to the terms and guidelines above and submit this application for consideration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_