

IT Apprenticeship Program



Application Packet

Guidelines

Submission of Application Packet:

After completing the IT Apprenticeship Application online application at <https://www.surveymonkey.com/r/ITApprenticeship2019>, you will need to submit an application packet consisting of the following:

1. Criteria Form
2. Copy of unofficial transcripts (supporting Criteria Form)
3. Authorization/Release of OPF Form (digital signature not accepted)

The required forms are included in this document. You may submit your application packet via email to grow@seiu1000.org. Alternatively, you may also submit your application via mail or hand delivery to the following address: SEIU Local 1000, IT Apprenticeship, 1808 14th Street, Sacramento, CA 95811. As a reminder, the deadline to submit all application materials is:

5:00 p.m. on Friday, May 24, 2019.

Criteria Form, Exam, and Transcripts

Name: _____ Dept: _____ Date: _____

IT Course	College	Units	Grade	Completed (Mo/Yr)

Los Rios/Sacramento City College Student ID Number: _____

SEIU Local 1000 Member ID (if applicable): _____

Please note that all applicants must also submit with this packet **unofficial copies** of the following:

- 1) College transcripts validating completion of the courses identified above.

Relevant coursework should have been successfully completed at an accredited college. Please also note that, once accepted into the program, applicants may need to send – and possibly expedite – official copies of their transcripts to Sacramento City College. Sacramento City College will evaluate the transcripts for course equivalency.

**Authorization/Release Form to Review Official Personnel File
and Obtain Prior Employment Information**

I, _____, (print name) authorize the release of information to the IT Apprenticeship Program Joint Apprenticeship Committee for review.

I understand this authorization for release of information includes the review of my official personnel file, records, employment history, performance evaluations, probationary reports, attendance, commendations, and disciplinary actions.

Any restrictions regarding the release of information are indicated below.

This information is considered confidential and shall be treated accordingly by CalHR and the Joint Apprenticeship Committee. This authorization is valid for ninety (90) days.

Applicant's Signature (Digital signature not accepted)

Date

Department

RESTRICTIONS:
