

Application for Apprenticeship Program

The Book Cover

Date: _____

Name _____

Address _____

City/State/Zip _____ Phone _____

Position Sought _____ DOB _____

Education

Last Level of Education Completed _____

At _____

Employment History

Company _____ City/State _____

Employed from _____ to _____ Job Duties _____

Experience

How many years have you homeschooled? _____ Currently homeschooling? Y / N

What curriculums have you used? _____

What other curriculums are you familiar with? _____

What hours are you available? Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

What computer/internet experience and programs can you use? _____

_____ Word _____ Microsoft Outlook _____ Excel _____

References

Name _____ Phone _____

Relationship _____ years known _____

Name _____ Phone _____

Relationship _____ years known _____

Applicant's Statement

I understand the nature of the program. This is a learning program, in which I will learn various tasks and items associated with a job (specifically a retail job). I understand this is an 18 week program, of which I must complete all 18 weeks. The benefits to me are very great and therefore I understand that I will have to work for several weeks, practicing retail skills and improving on customer service and computer usage. I am willing to commit to all the tasks associated with the program.

I understand I will be in contact with new and returning customers at The Book Cover. As a representative of The Book Cover, I will do whatever is necessary to help the customer and to maintain a high level of service and trust. I will not use any information I have access to for my own benefit.

Any infraction of the policies of The Book Cover can be punished and prosecuted to the full extent of the offense. I will be subject to all rules and policies that employees are subject to and expected to maintain those standards.

If I have a problem with the program, time, tasks, etc I will contact one of the owners of The Book Cover immediately.

Signed _____ Date _____