



## SAMPLE APPRENTICE PROGRAM APPLICATION

The purpose of the Apprentice Program is to provide an opportunity for selected applicants to spend four days with a craftsman, musician, or dancer learning and experiencing the Fair. It provides the opportunity for the master craftsmen to share their talents and experiences with the selected apprentice. All apprentices are required to assist the master craftsman in the set-up and dismantling of the exhibit space and to attend the Exhibitors meeting the evening of set-up. A materials fee of \$30 will be charged to all selected apprentices.

Room and board for the week will be provided by the Fair. Two dorm rooms (male & female) will be reserved at Cedar Lakes for apprentices. We are requesting each apprentice to donate up to one (1) hour per day to the Fair Board. Duties would include messenger service, light office work, etc. This will help the Board and enable the apprentice to broaden their experience in the craft world.

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Telephone \_\_\_\_\_

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

Master craftsman preferred: \_\_\_\_\_

Have you apprenticed before? Yes No

If yes, when and with whom? \_\_\_\_\_

Each applicant should have two letters of recommendation from (non-family) teachers, co-workers, or other professionals in the craft requested. Please list the names of those from whom you are seeking recommendations.

1) \_\_\_\_\_  
Name Relationship Telephone

2) \_\_\_\_\_  
Name Relationship Telephone

All applicants must submit a short paragraph giving their reasons for applying to be an apprentice. Applicants are encouraged to submit photos of work they have done indicating their involvement in the arts or crafts.

I desire to participate in the apprentice program for (XXXX program length) the four days of the Fair, and agree to adhere to the rules and guidelines of the program and the Fair.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of applicant (must be 18 years or older)

*Return application, recommendations, and personal statements to (address here)*



## Apprentice Application Information

### The Next Scheduled Application Period To Be Determined

Applicants will complete an application card and will place card in a locked box provided by the training center. NO PERSON WILL BE GIVEN AN APPLICATION CARD EXCEPT DURING THESE HOURS:

At the conclusion of the application period, under the supervision of the New York State Department of Labor, one hundred applications will be drawn from the locked box for participation in a one-hour orientation. Applicants will be notified by mail for the orientation.

Application cards that were not drawn will remain in the locked box for the next scheduled apprenticeship application drawing. This process will continue until the desired number of apprenticeship positions are obtained, or until all apprenticeship application cards are exhausted. APPLICANTS MUST ATTEND THE ONE-HOUR ORIENTATION IN ORDER TO BE CONSIDERED FOR APPRENTICESHIP.

#### MINIMUM APPRENTICESHIP STANDARDS

- HIGH SCHOOL DIPLOMA OR G.E.D. (ORIGINAL OR STAMPED) UPON ACCEPTANCE
- PROOF OF CITIZENSHIP OR HAVE THE LEGAL RIGHT TO WORK IN U.S. UPON ACCEPTANCE
- SOCIAL SECURITY CARD
- BE A MINIMUM OF 17 YEARS OF AGE

Individuals who can show that they meet the conditions listed above after making an application for apprenticeship will be afforded an oral interview by the Joint Apprenticeship Training Committee (J.A.T.C.) Once an applicant is interviewed and receives a passing grade on the evaluation procedures, an applicant shall remain active in the apprentice application record book, subject to selection, for a period of two (2) years from the date of the interview. **All applicants for apprenticeship are required to report to a collection site designated by the organization for a substance abuse screening.** Upon the successful completion of the substance abuse screening, the applicant will be assigned to a N.Y.C.D.C. Local Union. All applicants who wish to receive consideration for military training must submit a DD-214 to verify military experience.

**Applicant must present a photo I.D. for the substance abuse screening and upon acceptance into the apprenticeship program.**

All applicants who wish to enter the apprenticeship as a 2nd , 3rd or 4th year apprentice must provide the J.A.T.C. with proper documentation that defines their experience in the construction industry. This documentation must be comprised of official documents such as payroll records, notarized letters of experience, confirmation and sworn statements. The J.A.T.C. will examine all documentation submitted before qualification is acknowledged. The J.A.T.C. will schedule a skill and knowledge evaluation interview with the applicant if it is deemed appropriate.



## SAMPLE EVALUATION CRITERIA

Panelists use the following criteria to evaluate Folklife Apprenticeship applications:

1. Artistic quality and traditionalism of the master: Is the master truly a master of the art form according to the standards of the traditional culture? Is the art form or skill significant to the traditional culture? *20 Points*
2. Artistic quality /cultural continuity/ dedication/ experience of the apprentice: Is the apprentice ready for the apprenticeship in terms of artistic skill and dedication to benefit from the master? Is the apprentice from the same culture? Will the apprentice carry on the tradition? *10 Points*
3. Benefit of funding this particular apprenticeship now: Is the art form or skill endangered within the traditional culture? How important is it that the apprenticeship takes place now? *10 Points*
4. Work plan/ appropriateness of the budget as related to the plan: Does the apprenticeship plan provide appropriate time and interaction to achieve meaningful results? Is the budget appropriate? *10 Points*