

# IT Apprenticeship Program



## Application Packet

### Guidelines

#### Submission of Application Packet:

After completing the IT Apprenticeship Application online application at <https://www.surveymonkey.com/r/ITApprenticeship2020>, 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

The required forms are included in this document. You may submit your application packet via email to [grow@seiu1000.org](mailto:grow@seiu1000.org). Alternatively, you may also submit your application via mail or 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 September 9, 2020**, and applications must be *received* by this date.

**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): \_\_\_\_\_

Relevant coursework listed should have been successfully completed at an accredited college. Please note that applicants must also submit with this packet **unofficial copies of college transcripts validating completion of the courses identified above.** 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 one hundred and twenty (120) days.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department