****

 **YOUTH APPRENTICESHIP Teacher Recommendation Form**

**CONFIDENTIAL**

The ***Youth Apprenticeship Program*** is an extension of school-based curriculum into the workplace. Through these experiences, students will be exposed to a wide range of workplace knowledge and competencies, with the goal being to better prepare students for future employment opportunities. The program is voluntary and designed for a group of selected students entering their junior/senior year.

The student listed below has applied to participate in ***Youth Apprenticeship.*** Please assist us by completing this form and returning to **Sandi Couillard*, Youth Apprenticeship Coordinator,*** ***Pony # 300 (HCCA)*** or scan to sandi.couillard@hcbe.net as quickly as possible. Thank you.

**Students: Fill in name and ID#, then give form to your reference**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_

Please check in the appropriate column the factors for which you have adequate information for appraisal.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **GOOD** | **FAIR** | **POOR** |
| 1. Ability to follow instructions |  |  |  |
| 2. Social skills (gets along well/respect for others) |  |  |  |
| 3. Demonstrates dependability/punctuality |  |  |  |
| 4. Self-motivated |  |  |  |
| 5. Demonstrates responsibility (directs energies toward tasks |  |  |  |
| 6. Demonstrates enthusiasm in performing assigned tasks |  |  |  |
| 7. Mentally alert (organization skills/problem-solving skills) |  |  |  |
| 8. Demonstrates proper etiquette and manners |  |  |  |
| 9. Personal appearance/grooming |  |  |  |
| 10. Demonstrates integrity/honesty |  |  |  |
| 11. Capacity to try new ideas and increase knowledge |  |  |  |
| 12. Attitude toward constructive criticism |  |  |  |
| 13. Ability to adapt to change |  |  |  |
| 14. Communication skills |  |  |  |
| 15. Demonstrates attention to detail |  |  |  |

**Do you recommend this applicant for the *Youth Apprenticeship Program*?**  □ Yes □ No

Supplementary Comments

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Subject

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date