



**Please complete and return to:**

WhiteHat Computer Solutions

Attn: HR Department

18 Sunbury Street

Minersville, PA 17954

570.544.1770

info@whitehatcomputers.com

## APPRENTICESHIP APPLICATION

### Apprentice Information

Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Apprentice Field (Select One)

Hardware/Repair

Networking

Programming

Web Design

Sales

Marketing

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**\*Hours per Week:** \_\_\_\_\_

\*Apprentices are expected to work on a schedule. This schedule is determined before you are accepted.

## Apprenticeship Description and Information

### Job Description:

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### Required Skills/qualifications for this position:

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### Apprenticeship Objectives:

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### Skill that will be acquired during apprenticeship:

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## Terms and Agreement

- 1) Apprenticeships are not a paid position; however, WhiteHat Computer Solutions may elect to award the participant for work done in the form of gifts of either monetary value or tools needed for the trade.
- 2) At the end of the apprenticeship, WhiteHat Computer Solutions reserves the right to offer or withhold a position with the company. Apprenticeships are designed to teach new people to the field and prepare them for a better future.
- 3) You agree to be on time and follow the schedule set forth at acceptance into the apprentice program. WhiteHat Computer Solutions reserves the right to terminate an apprenticeship if the apprentice refuses to cooperate with the agreed schedule.
- 4) WhiteHat Computer Solutions reserves the right to terminate an apprenticeship at any time and without reason. If the reason for termination is due to violation of company policy or local, state and/or federal law; the correct actions will be taken.
- 5) You agree to adhere to company policy, procedure, and dress code. Failing to do so is grounds for termination of your apprenticeship.
- 6) The apprentice is responsible for their actions. If their actions directly cause damage to product, property, or any other object; the apprentice is responsible for cost or repair or replacement.
- 7) It is understood by both the supervisor and the apprentice that apprenticeships are designed to be both learning and a working experience. The apprentice has the right to expect the supervisor to provide guidance, feedback, direction and supervision to ensure successful outcomes are achieved. The supervisor has the right to expect the apprentice will be reliable, responsible, dedicated and to do the very best job the apprentice can do in order to accomplish the goals, duties and responsibilities outlined in this agreement and application.

By signing below you agree to the above Terms and Agreement and validate that the information found in the application section are correct and accurate to the best of your knowledge.

Apprentice Name: \_\_\_\_\_

Apprentice Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Approval Worksheet

Approved       Not Approved

Reason for non-approval:

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Authorized Signature:

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Authorized Name (print):

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Title of Authorized Person:

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Date Authorized:

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