

Apprenticeship Application Checklist

Are You Ready to Apply?

Use this checklist to prepare for an apprenticeship application. Individual programs may have different requirements.

Explore the Opportunity

- ☐ I identified an occupation I am interested in.
- ☐ I researched the apprenticeship program.
- ☐ I understand the program's eligibility requirements.
- ☐ I know whether the opportunity is a Registered Apprenticeship.
- ☐ I know the application deadline.

Prepare Your Application

- ☐ I have a current resume, if required.
- ☐ I have my education or training information.
- ☐ I have required identification or documentation.
- ☐ I have prepared my contact information.
- ☐ I have gathered any additional documents requested by the program.

Submit & Follow Up

- ☐ I completed all required application questions.
- ☐ I submitted all required documents.
- ☐ I saved my application confirmation.
- ☐ I know how the program or employer will contact me.
- ☐ I am prepared for an interview, assessment, or other selection step.

My Notes

Need help finding or applying for an apprenticeship? Schedule an Apprenticeship Assistance appointment.

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