

# Financial Services Apprenticeship Program



## Application Packet

### Guidelines

#### Submission of Application Packet:

After completing the Financial Services Apprenticeship Application online application at <https://www.surveymonkey.com/r/FSapprenticeship>, you will need to submit an application packet consisting of the following:

1. Application Form
2. Authorization/Release of Official Personnel File (OPF) Form (digital signature not accepted)
3. Copies of any unofficial transcripts from any college attended
4. Written Statement of Interest

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 hand delivery to the following address: SEIU Local 1000, FS Apprenticeship, 1808 14th Street, Sacramento, CA 95811. As a reminder, the deadline to submit all application materials is: **5:00 p.m. on Friday, October 18, 2019.**

**Application Form**

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

Current Classification: \_\_\_\_\_ Date: \_\_\_\_\_

**1. Check the Department in which you are currently employed:**

- CDFTA                       DOJ                       DOR                       EDD

**2. Check the Apprenticeship to which you are applying:**

- Accountant Trainee     Tax Auditor, EDD
- Tax Auditor, BOE (CDTFA)     Tax Compliance Representative, EDD

**3. Colleges Attended (if any):**

College Name	Unofficial Transcript Attached (Yes or No)?

Unofficial copies of any college coursework completed must be submitted with this form. Relevant coursework should have been successfully completed at an accredited college. Please also note that, once accepted into the program, applicants may need to send – and possibly expedite – official copies of their transcripts to American River College for official evaluation.

4. **Los Rios/American River College Student ID Number:** \_\_\_\_\_

Apprenticeship applicants must apply to American River College for Spring 2020 submitting this application. If you do not already have a Los Rios ID, you can obtain one by applying to a Los Rios Community College. You can do so using the link below:  
<https://www.arc.losrios.edu/admissions/get-started-and-apply>

5. **SEIU Local 1000 Member ID (if applicable):** \_\_\_\_\_

**Authorization/Release Form to Review Official Personnel File  
and Obtain Prior Employment Information**

I, \_\_\_\_\_, (print name) authorize the release of information to the Financial Services 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 ninety (90) days.

\_\_\_\_\_

Applicant's Signature (Digital signature not accepted)

\_\_\_\_\_

Date

\_\_\_\_\_

Department

## Financial Services Apprenticeship: Written Statement of Interest

### Instructions:

You must submit a written statement of interest in response to the prompt below when applying to Financial Services Apprenticeship Program. This statement should demonstrate your ability to write clearly and concisely and allow you to share with readers your interest in pursuing a career in financial services. Please keep your response to a maximum of one typed page with 12 point font.

*Why you want to be selected for the Financial Services Apprenticeship? What are the personal and professional skills you possess that will make you successful in a financial services career?*