

Dear Cardinal Apprentice Applicant,

Thank you for your interest in the Workforce Development Program!
Your complete application will consist of 5 steps:



1. Submit your application by going to:
<https://feedback.qwary.com/d/AABw3A>
or scanning the QR code.



2. Send your resume to:
alison.gray@collegeofadaptivearts.org



3. Send the staff recommendation form to 3
CAA professors or directors to complete
and submit for you:
<https://feedback.qwary.com/d/AABw8w>



4. Ask parent or support provider to complete
feedback form by scanning the QR code or
by going to:
<https://feedback.qwary.com/d/AABxMA>



5. Once you have completed steps 1-4,
complete the video survey by going to:
https://app.qwary.com/stage/survey/uenj_g_QowTc or scan the QR code.



Questions??? Please contact:
Alison Gray, Workforce Development Manager
alison.gray@collegeofadaptivearts.org
or call **408-538-3809**, extension 8



Ideal CAP Candidate Criteria Explained

Criteria is how the selection committee will determine who is accepted into the program. It helps us by setting a standard of excellence for the program, as well as setting up our apprentices for success.

- **Pre-requisites:**

- Introduction to Employment Skills class, AND
- 3 other courses that support your workforce goals (i.e. Basic Computer Skills, theater, art, etc.)

Taking course pre-requisites ensures that you are prepared to be in a workplace setting and that you have a basic understanding of expectations.

- **Must have received CAA Undergraduate diploma**

Demonstrates a commitment to your lifelong learning journey.

Demonstrates an understanding of the ARTS models.

- **3 references from a CAA Professor or Director of a School of Study**

Recommendations from your professors or School of Study Director show how others observe your behaviors and attitudes towards learning and work.

- **Complete application process, include resume**

The selection committee wants to see how well you can follow and complete instructions.

- **Must demonstrate understanding of ARTS Behavior Model**
- **Must demonstrate motivation and commitment to learning**
- **Must demonstrate ability to perform specific tasks related to apprentice program**

The selection committee will determine this through your submitted recommendations and your interviews.

- **Able to commit to work 6 hours per week for 6 months**

We want to know if you are committed to completing the program, which includes a work study experience towards the end of your CAP journey. Agreement to this schedule demonstrates commitment to CAP participation requirements.

- **Demonstrated ability to communicate through email. Comfortable using other communication technology.**
- **Interested in and comfortable with learning new business technologies through steps that set you up for success (like Canva, Monday.com, Zoom, Google Workplace, etc.)**

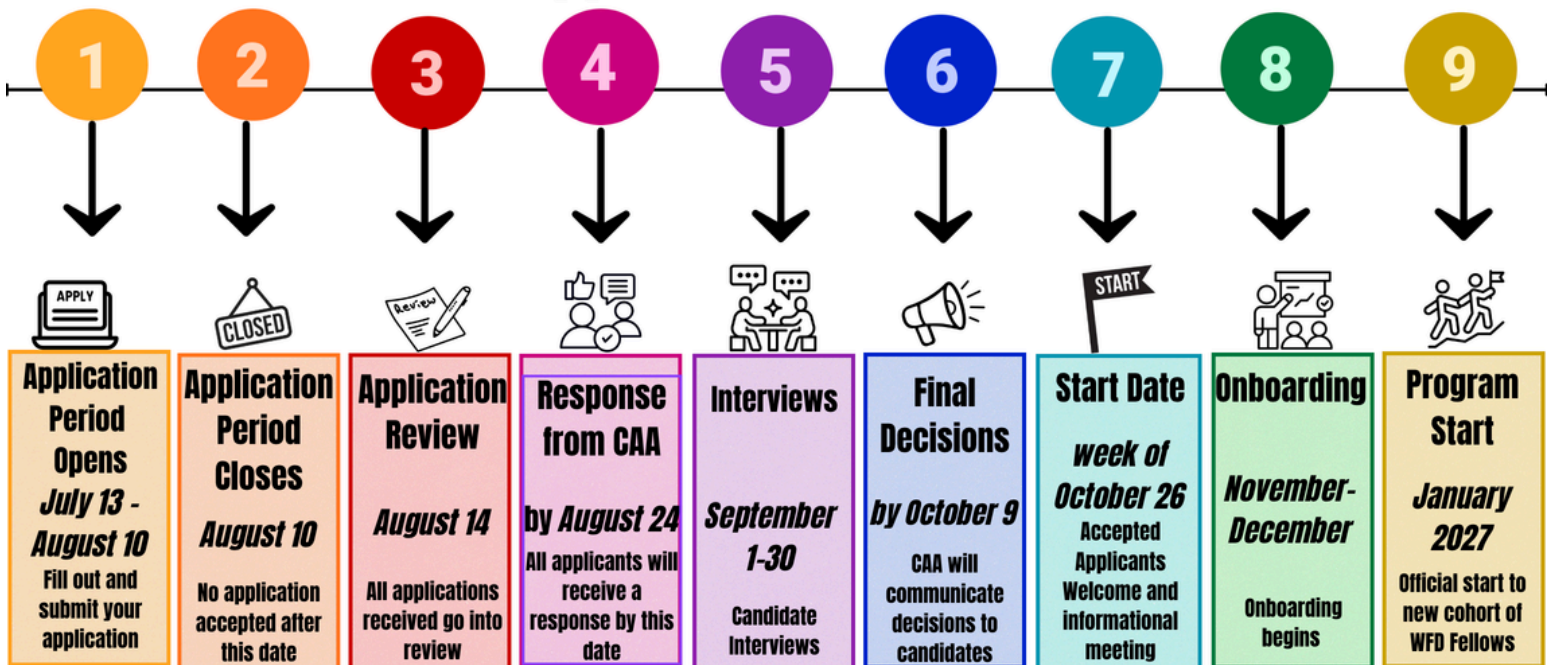
You are going to be learning cool new things that will help you communicate and be productive! Are you ready for that?!?

- **Must commit to following ARTS Model for Staff**

The staff must follow our ARTS model, just like the students!

Cardinal Apprentice Program

Application Timeline



Timeline:

- **Application Period Open: July 13th - August 10th**
- **Application Period Closes: August 10th**
- **Application Review: August 14th**
- **Response from CAA: by August 24th**
- **Interviews: September 1st-30th**
- **Final Decisions: by October 9th**
- **Start Date: week of October 26th**
- **Onboarding: November-December**
- **Program Start: January 2027**