

thyssenkrupp Presta Danville, LLC & thyssenkrupp Crankshaft Company  
Youth Apprenticeship Application Checklist

Please complete this checklist and include it on top of your application documents prior to submitting your application.

- Completed Checklist
- Completed Application (completed by Youth Apprentice Applicant)
- Official High School Transcript (most recently available)
- Letter of Recommendation from Guidance Counselor, Teacher or Coach (1 of 2)
- Letter of Recommendation from Guidance Counselor, Teacher or Coach (2 of 2)
- Letter of Recommendation from an Employer or other Community Member

REMINDER: You must choose this program on your College Express Application

Please send application packets to:

**thyssenkrupp Youth Apprenticeship Program**  
Briana Vaughn  
thyssenkrupp Presta Danville, LLC  
70 Walz Creek Drive, Danville, IL 61834

**Application and Related Documents Must be  
Received by February 22, 2018**

Dear Applicant and Guardian,

We are very pleased that you are considering the thyssenkrupp Youth Apprenticeship Program as part of your career development. This program is designed to offer opportunity for exploration within the growing industry of advanced manufacturing. While the related instruction at Danville Area Community College focuses on machining, the work-based experience is broad, including rotation through the different departments of our company. Along with the technical training you will receive, additional workplace soft skills (communication skills, interpersonal skills, problem-solving skills among others) are a key focus that provide invaluable experience you can take to any future career advancement.

The following timeline highlights the recruitment process for this program. Please consider the dates and activities and mark them on your calendar today!

- February 22, 2018 All applications and related documents must be received for consideration
- March 3, 2018 Open House- Applicants and Guardians will be touring through the thyssenkrupp Presta Camshafts and thyssenkrupp Crankshaft. There will be an informational meeting at the end of each tour.
- March 5 - 9 First Round of Interviews in the late afternoon
- March 12-16 Second Round of Interviews (if necessary) and candidate selection
- March 22, 2018 College Express Applications should be turned in to DACC with the thyssenkrupp Advanced Manufacturing Youth Apprenticeship Program (NIMS) selected as your first or second choice.
- June 11 – July 27, 2018 NIMS summer session
- August 3, 2018 Youth Apprentice outing with returning (second year Youth Apprentices) and newly hired Youth Apprentices
- August 6 - 10, 2018 All newly hired Youth Apprentices attend onboarding at the respective companies
- August 13, 2018 Youth Apprentices start regular work schedule
- August 20, 2018 NIMS course begins at DACC

We look forward to receiving your application and seeing you at the Open House on Saturday March 3, 2018.

Your Youth Apprenticeship Coordinating Team

## INTERVIEW TIPS

**Get comfortable.** Preparation and practice aside, be yourself.

**Be positive.** When preparing and anticipating likely questions, plan to answer positively. Even if you were in a bad situation, think about how you can talk about the situation positively.

**Interview yourself for the position.** Before every interview, ask yourself: “Why am I a good fit for this position?”

**Practice and plan.** Role play answering typical interview questions with a friend, neighbor, teacher, or coach.

**Do your homework.** Research the company you are applying to. Know something about their business.

**Have questions ready.** Be ready to ask questions about the company and the position you’re applying for.

### **Sample questions:**

- Why should we hire you?
- Please give us a time when you had a problem with another student or teacher and how you approached the problem.
- What are your strengths and weaknesses?

## thyssenkrupp Presta Danville LLC. thyssenkrupp Crankshaft Company

### Youth Apprenticeship Application

#### **PURPOSE:**

The thyssenkrupp Advanced Manufacturing Youth Apprenticeship Program is a two-year work/study program designed to achieve the following objectives:

- prepare successful candidates for a career in advanced manufacturing
- achieve a nationally-recognized certification from the National Institute for Metalworking Skills (NIMS)
- gain extensive knowledge in the operation of a world-class manufacturing environment by rotating through multiple company departments which have detailed goals and objectives to accomplish within a specified period of time
- develop workplace behavioral skills
- offer competitive wages (\$9.00 per hour as starting wage)

For supporting coursework related to the field of advanced manufacturing, Youth Apprentices complete several modules of the NIMS program, gaining nationally-recognized certification upon completion. NIMS courses are offered through the College Express Program at Danville Area Community College (DACC) and will result in 19 - 21 college credit hours upon successful completion of the program.

This competitive opportunity is offered to high school students of Vermilion County with a maximum number of 15 candidates selected.

#### **CRITERIA:**

- Applicants must have junior status as of August 2018.
- Applicants must have a minimum GPA of 2.5 on a 4.0 scale (3.15 on a 5.0 scale) – monitored quarterly
- 16 years of age as of July 31, 2018.

#### **APPRENTICESHIP EXPECTATIONS:**

- The thyssenkrupp Youth Apprenticeship Program is a 2-year commitment that requires the Youth Apprentice to adhere to a set schedule as defined by the Apprenticeship Advisor, Training Manager and Mentorship Team. Please note that the summer between Year 1 and Year 2 is scheduled into the learning plan for the Youth Apprentice and he or she will be expected to work the minimum of 6 hours per week to maintain employment status. Vacations and extended time away from work during the summer will be considered as long as sufficient time is allowed for the program designers to accommodate the schedule changes.
- As an employee of thyssenkrupp, Youth Apprentices are held to standards of attendance as outlined in the Youth Apprenticeship Handbook.
- Satisfactory academic performance at the high school level is not only a prerequisite for application to the program but also a continuing requirement from the Youth Apprentice. Should academic performance be compromised at any time during the program, the Youth Apprentice risks suspension or termination from the Youth Apprenticeship Program.
- Youth Apprentices are solely responsible for transportation to and from DACC and the hosting thyssenkrupp company.
- The advanced manufacturing environment requires competent and professional employees. As such, Youth Apprentices must adhere to a strict code of conduct outlined in the Apprenticeship Handbook.

**APPLICATION PROCESS:**

Applicants must provide the following by February 22, 2018

- Completed Application Form
- Official High School Transcript
- Two letters of recommendation from a guidance counselor, teacher, coach or mentor
- One letter of recommendation from an employer or other community member
- Completed and Signed Youth Apprenticeship Applicant & Guardian Commitment Form

**CONTACT INFORMATION:**

If you have questions concerning the application process or details of the Youth Apprenticeship Program, please contact Briana Vaughn.

Please submit completed Youth Apprenticeship Applications and additional required paperwork to:

Briana Vaughn

Human Resource Generalist

thyssenkrupp Presta Danville, LLC

70 Walz Creek Drive, Danville, IL 61834

Telephone: 217.444.5608 Fax: 217.444.5548

Email: [apprenticeship.danville@thyssenkrupp.com](mailto:apprenticeship.danville@thyssenkrupp.com)

## Youth Apprenticeship Application

*Application must be filled out by applicant.*

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_  
Last First M.I. Date:

Address: \_\_\_\_\_  
Street Address Apartment #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

High School: \_\_\_\_\_ Phone: \_\_\_\_\_

GPA: \_\_\_\_\_ *(Attach proof of GPA; your most recent **official** school transcript is required.)*

Parent/  
Guardian  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apartment #



\_\_\_\_\_  
City State ZIP Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you currently sophomore? YES  NO  Do you have a current Driver's License? YES  NO

Are you currently enrolled in College Express? YES  NO  If yes, what course(s)? \_\_\_\_\_

### Personal Interests

*Please describe your hobbies.*

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

*What is your favorite class in school? Please describe why.*

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

*Please describe why you feel that you would be a good candidate for the Youth Apprenticeship Program?*

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

### Extra-Curricular Activities

The thyssenkrupp Youth Apprenticeship Program is designed to offer opportunities to all dedicated applicants. Those who are active in athletics or other extra-curricular activities are encouraged to apply considering only slight modifications to the Youth Apprenticeship and extra-curricular activity schedules are required. We will work with your advisors or coaches to help make this possible.

Activity: \_\_\_\_\_ Advisor/Coach: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Advisor/Coach Phone: \_\_\_\_\_

Please Describe  
Activity/ Position: \_\_\_\_\_



Activity: \_\_\_\_\_ Advisor/Coach: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Advisor/Coach  
Please Describe Phone: \_\_\_\_\_  
Activity/ Position: \_\_\_\_\_

Activity: \_\_\_\_\_ Advisor/Coach: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Advisor/Coach  
Please Describe Phone: \_\_\_\_\_  
Activity/ Position: \_\_\_\_\_

### Work Experience

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

### Career Interests

Do you plan to attend college after high school? YES NO  
   
If yes, where? \_\_\_\_\_ Course Study: \_\_\_\_\_  
If no, what are your career plans after high school?  
\_\_\_\_\_  
\_\_\_\_\_



## Disclaimer and Signature

I authorize thyssenkrupp Presta Danville, LLC, and/or thyssenkrupp Crankshaft Company its agents, representatives, or assigns, to investigate my work and personal history and verify all information given on this application, on related papers, and in interviews. I authorize my past employers, schools, or any other persons to answer all questions and provide information requested about me, including, but not limited to, questions concerning my ability, character, reputation, and previous employment record, and I agree to release from liability and hold these individuals and thyssenkrupp Presta Danville, LLC and/or thyssenkrupp Crankshaft Company harmless for any damage arising from obtaining and/or providing information pertaining to me.

**I certify that all of the information I have furnished on this application form, and any other information provided to the employer, oral or written, is true, accurate, and complete.** I understand that any misrepresentation, incomplete, inaccurate or false information is grounds for rejection of this application, refusal to hire, a withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered.

**I understand that the authorizations and acknowledgements above state terms and conditions governing my employment with thyssenkrupp Presta Danville, LLC or thyssenkrupp Crankshaft Company that my signature below indicates that I have read the terms and conditions stated above and, if hired, I accept and agree to comply with them as well as all other thyssenkrupp Presta Danville, LLC or thyssenkrupp Crankshaft Company policies and procedures.**

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

Parent /  
Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_