

# The APPRENTICESHOP

est. 1972

A School for Traditional Boatbuilding and Seamanship

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## FOUNDER

Lance R. Lee

Dear Applicant,

Thank you for your interest in The Apprenticeshop programs.

The first step in the application process is completing and returning the paperwork included in this packet. (pages 3 through 7), and required documentation. Once we receive your completed application we will contact you to discuss the next step.

If you are applying to our two-year Apprenticeship Program, we will first contact you to schedule a one-week volunteer period.

The volunteer week, spent working alongside apprentices and staff, is an important part of the application process. It is both the applicant's opportunity to make sure the program is right for them before making the commitment involved and because boatbuilding requires cooperation and responsible participation from the whole crew, the volunteer period is also opportunity for the Apprenticeshop community to be sure they can work with the applicant. During the volunteer week, perspective students are expected to participate in all Shop activities, so plan on arriving at the Shop to begin work with us at 8:00 a.m. on your first day.

If you would like us to help you arrange a place to stay for this volunteer week, please let us know ahead of time.

The following pages should address most questions regarding what to bring, how to get here, and what we need from you at this point. If you still have questions after reviewing the information, please feel free to contact us.

We look forward to meeting you.

Sincerely,  
Eric Stockinger  
Executive Director  
(207) 594-1800  
(207) 594-5056 fax

## What You will Find in this Packet

- ◆ Welcome Letter
- ◆ Application
- ◆ Accommodations/Packing List
- ◆ Medical Information and Release Form
- ◆ Waiver of Liability, Medical Authorization, and Indemnification
- ◆ Drug & Alcohol Abuse Policy
- ◆ Tuition & Financial Aid Planning
- ◆ 2012 Calendar/Schedule

## First Step

- ◆ Submit your application with references to us at:  
The Apprenticeshop  
643 Main Street  
Rockland, ME 04841

Once we receive your application, we'll call you to discuss start dates and/or schedule a volunteer period (Apprentice applicants.)

## Apprentice Applicants

### Due Upon Arrival for your Volunteer Period

- ◆ Completed and Signed Medical Information and Release Form
- ◆ Signed Waiver of Liability, Medical Authorization, and Indemnification
- ◆ Drug & Alcohol Abuse Policy

### Volunteer Week Accommodations

The Apprenticeshop maintains connections with members of the Rockland community who offer inexpensive accommodations for short visits. If you need assistance finding accommodations for your volunteer visit, please contact us and we will put you in touch with folks who can help you with temporary housing.

### What to Bring

- ◆ Bedding: pillow, sleeping bag, or sheets and blankets.
- ◆ Work clothes: sturdy materials (you will get dirty), rain gear, closed toe shoes or boots, hat & gloves.
- ◆ Personal items: toiletries, towel, sunscreen, a good book, etc.
- ◆ There is no need to bring any tools for the volunteer period. All tools will be provided. However, if you have tools that you like to work with we encourage you to bring them along.

### Expenses

- ◆ Food
- ◆ Lodging
- ◆ Laundry
- ◆ Entertainment

### Rockland, Maine

The Apprenticeshop is accessible via public transportation by plane (Cape Air to Knox County Municipal Airport), bus (Concord Coach Lines), and ferry (Maine State). There is parking available in the Shop lot if arriving by personal vehicle. Grocery stores, laundry facilities, restaurants, movie theaters and most everything else is within walking distance of the Shop.

# APPRENTICESHOP APPLICATION

Applying for:  12-Week Intensive Boatbuilding  Apprenticeship Application Date: \_\_\_\_\_

*Apprenticeship Applicants:* Date Available for One-Week Volunteer Program: Start: \_\_\_\_\_ End: \_\_\_\_\_

1st choice of start date if accepted to the Apprenticeship Program: January \_\_\_\_\_ or July \_\_\_\_\_

1st choice of start date if accepted to the 12-Week Intensive Boatbuilding Program: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

## GENERAL INFORMATION

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

Mail address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Social Security # (US Citizens): \_\_\_\_\_

## EMERGENCY CONTACT

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## EDUCATION

Last Year of School Completed:  High School  College  Other (please explain): \_\_\_\_\_

School	Dates Attended	Degree	Academic/Creative Structure

School	Dates Attended	Degree	Academic/Creative Structure

School	Dates Attended	Degree	Academic/Creative Structure

*Please submit proof of high school diploma or GED per admission instructions*

## WORK HISTORY

Work History: Beginning with your most recent job, please explain briefly:

Employer	City/State	Dates

Duties

Employer	City/State	Dates

Duties

**SKILLS/EXPERIENCE**

Please list any skills or experience you have that you feel is related to the program including: woodworking, seamanship, leadership, etc..

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**STATEMENT OF PURPOSE**

On a separate sheet of paper, tell us why you want to participate in The Apprenticeshop, what you expect to get out of the program, and what you feel you bring to the Shop community. Please include how you hope to use your training when you complete the program.

**RECOMMENDATIONS**

For the Apprentice Program, submit three (3) letters of recommendation with your application. Two (2) professional letters of recommendation; from employers, teachers, or other non-relatives who can speak to your character and personal qualities. One (1) personal letter of recommendation. Please provide the reference instructions attached below to the persons writing your recommendations.

For the 12-Week Intensive Boatbuilding Program, submit three (2) letters of recommendation with your application. One (1) from an employer, teacher, or other non-relatives who can speak to your character and personal qualities and one (1) personal letter of recommendation. Please provide the reference instructions attached below to the persons writing your recommendations.

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**Apprenticeshop Reference Instructions**

\_\_\_\_\_ is applying to The Apprenticeshop, a school for traditional boatbuilding and seamanship in Rockland, Maine. He or she will be working in a professional shop environment learning to craft wooden boats in crews of two to five people. You have been asked to provide a reference in regards to the contributions this student will make to the Shop. If he or she is accepted, this reference will become part of the student’s file.

On a separate piece of paper, please tell us:

1. How long and in what capacity have you known the applicant?
2. Describe the applicant’s work ethic.
3. Do you think the applicant is truly interested in the Apprenticeship program?
4. Describe how the applicant interacts with others.

Please share any additional comments that may be helpful.

Send to: The Apprenticeshop, Attn: Apprenticeshop Manager, 643 Main Street, Rockland, ME 04841

Thank you.

**MEDICAL INFORMATION AND RELEASE**

**MEDICAL AUTHORIZATION**

The Apprenticeshop has my permission to authorize emergency medical treatment.

\_\_\_\_\_  
Signature of participant Date

**WHOM SHOULD THE APPRENTICESHOP CONTACT IN AN EMERGENCY?**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PERTINENT MEDICAL HISTORY**

Do you have any known allergies?  Yes  No  
 Describe: \_\_\_\_\_  
 Are you currently taking any medications?  Yes  No  
 Describe: \_\_\_\_\_  
 Do you have a history of medical problems?  Yes  No  
 Describe: \_\_\_\_\_

**INSURANCE**

The Apprenticeshop and its programs has no means of arranging for or funding workers compensation, hospitalization, major medical, casualty, property or liability insurance coverage for its apprentices, interns, or volunteers. However, The Apprenticeshop is vitally interested in the health, safety and welfare of students and volunteers and the protection of their property, and suggests that any insurance protection coverage is secured by the individuals themselves.

The Shop has, from time to time, been able to introduce their students and volunteers to insurers and their agents for the purpose of making arrangements adequate for their needs.

Always mindful of its dependence upon the enthusiasm and goodwill of its students and volunteers, The Apprenticeshop must request that they acknowledge their understanding of the need to provide all their own insurance coverage of any kind.

**Statement of Acknowledgement:**

I have read the above and I understand the foregoing NOTICE. I also ACKNOWLEDGE my responsibility to provide all my own insurance coverage of any kind for my own protection.

All apprentices are required to have medical insurance. If you do not have insurance currently, you will need to begin a plan before apprenticing with The Apprenticeshop.

Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
 Name of Insured: \_\_\_\_\_ Relationship to Insured: \_\_\_\_\_

\_\_\_\_\_  
Participant's Printed Name

\_\_\_\_\_  
Signature of participant (or parent/guardian signature if participant is under 18 years of age) Date

## WAIVER OF LIABILITY, MEDICAL AUTHORIZATION, AND INDEMNIFICATION

The Apprenticeshop conducts programs and events aboard our boats and at our facilities. We also invite members and friends to such events and facilities. The purpose of this document is to obtain information so that The Apprenticeshop (the Shop) may more safely conduct events and programs and to relieve the Shop of all liability and expense to the greatest extent permitted under State of Maine law.

1. **Agreement to Provide Information.** The undersigned or his/her parent agrees to:
  - A. Provide lead organizer with information about your skill level, capability, and health.
  - B. Provide medical information to leader prior to participation in the event including, but not limited to, known allergies, current medications, medical problems, information regarding insurance coverage, and any other relevant medication information requested by the leader.
  - C. Provide a contact in the case of an emergency.
2. **Medical Authorization.** The Apprenticeshop has my permission to authorize emergency medical treatment.
3. **Waiver.** The undersigned for his/her self and his/her heirs and assigns releases, waives, discharges, and covenants not to sue The Apprenticeshop for any loss or damage or any claim or demand on account of injury to the undersigned's person or property arising out of or relating to an event or activity run by or sponsored by The Apprenticeshop, its employees, staff, or agents, pair or volunteer, or upon property of the Shop or otherwise, including without limitation injury or damage that was caused by the negligence of the Shop, its employees, staff, or agents, caused by the negligence of the undersigned, or caused by the negligence of others.
4. **Indemnity and Hold Harmless.** The undersigned further agrees to indemnify and hold harmless The Apprenticeshop for any claims, damages, judgments, court cost, legal fees, or any other expenses which the Shop may incur because of a claim based on injury to the undersigned's person or property arising out of or relating to an event or activity run by or sponsored by the Shop, its employees, staff, or agents, paid or volunteer, or upon property of the Shop or otherwise, including without limitation injury or damage that was caused by the negligence of the Shop, its employees, staff, or agents, caused by the negligence of the undersigned, or caused by the negligence of others.

The undersigned states that he/she has read this Waiver of Liability, Medical Authorization, and Indemnity agreement and fully understand its terms and understands that substantial rights are given up by signing it. The signature of the undersigned is a complete and unconditional release of all liability and agreement to indemnify to the greatest extent allowed by law and shall be interpreted under the laws of the State of Maine.

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Participant Signature Date

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Street Address City State Zip

### Parental Statement of Waiver of Liability, Medical Authorization, and Indemnification.

I, the undersigned parent of the participant, agree that I have read this document and agree to be bound by the terms.

**WAIVER:** I agree that I shall waive any claim that I may have as a result of injury to the participant according to the terms of the Waiver provision stated above in this document.

**MEDICAL AUTHORIZATION:** The Apprenticeshop has my permission to authorize emergency medical treatment for my child.

**INDEMNIFICATION:** I further agree that I shall indemnify and hold harmless The Apprenticeshop from any claims, damages, judgments, court costs, legal fees, or other expense which The Apprenticeshop may incur according to the terms of the Indemnity and Hold Harmless provision stated above in this agreement for any claim made by my child (a participant made by the child's parent or family members of the child or made by any other entity or individual making a claim as a result of the injury to my child's person or property.)

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Parent or Legal Guardian of Participant Date

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Street Address: City State Zip

**DRUG & ALCOHOL ABUSE POLICY**

**Statement of Purpose**

In recognition of the serious problems created for individuals, families, organizations, and the community by substance abuse, The Apprenticeshop has created the following Drug and Alcohol Abuse Policy.

**Due Process**

Any apprentice, intern, or participant facing disciplinary action as a result of allegation of illegal drug or alcohol use has the right to a hearing with the Apprenticeshop Programs Director.

**The Illegal Use of Drugs**

First Offense:	Mandatory two-week suspension from the program.
Second Offense:	Mandatory two-week suspension from the program. Completion of a substance abuse program approved by The Apprenticeshop. Eighty hours of community service.
Third Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that illegal drug use is a criminal offense. The above disciplinary actions are intended to be in addition to any penalties provided by the courts.

**The Sale of Illegal Drugs**

First Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that the sale of illegal drugs is a criminal offense.

**Alcohol Use by Under Age Persons**

First Offense:	Mandatory 3-months probation & 2 meetings of Alcoholics Anonymous.
Second Offense:	Mandatory 3-week suspension and the completion of a substance abuse program approved by The Apprenticeshop.
Third Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that alcohol use by persons under twenty-one years of age is illegal. The above disciplinary actions are intended to be in addition to those provided by the courts.

**Selling or Otherwise Providing Alcohol to an Under Age Person**

First Offense:	Mandatory two-week suspension from the program.
Second Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that selling or otherwise providing alcohol to under age persons is illegal. The above disciplinary actions are intended to be in addition to those provided by the courts.

**Significant Alcohol Abuse**

Due Process:	Any student, volunteer, or staff member facing disciplinary action as a result of alleged alcohol abuse has the right to a hearing with the Executive Director or his or her designee.
Step 1:	Referral to a substance abuse agency approved by The Apprenticeshop.
Step 2:	Mandatory 3-week suspension and completion of an off site substance abuse program approved by The Apprenticeshop.
Step 3:	Mandatory expulsion from the program.

It is not to be construed that The Apprenticeshop will pay for any substance abuse program. All fees for these programs are entirely the responsibility of the person being referred.

I have read and agree to abide by The Apprenticeshop Drug and Alcohol Abuse Policy.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of participant (or guardian if participant is under 18 years of age)

## TUITION

### 2012 Tuition

Tuition for the Twelve-Week Intensive Boatbuilding Program is \$6,000.00.

Tuition payment for the Two-Year Apprenticeship is \$17,000.00.

Conditions:

1. A deposit of 10% (\$600.00 or \$1,700.00 dependent upon program) is due to hold your spot.
2. The balance of tuition (\$5,400.00 or \$15,300.00 dependent upon program) is due before the start of the first term.
3. The Refund/Deferral Policy applies to tuition payments.

## FINANCIAL AID & PAYMENT PLANS

### Financial Aid

Our financial aid assessment process is managed by FACTS tuition management, and is a thorough and fair, need-based analysis. Scholarships and other financial aid options are always changing. Please inquire about current opportunities.

### Payment Plans

Payments plans are available through FACTS—a planning & management company committed to enhancing the financial stability and affordability of educational institutions like ours. This goal is accomplished through various financial services including low-cost, automated payment plans for families and students as well as state-of-the-art information management technology. Please contact us for more information about payment planning.

**2012 Apprenticeshop Calendar**

Spring Building Season Begins	January 3, 2012
Presidents' Day	February 20, 2012
Maine Boat Builders Show, Portland	March 16 – 18, 2012
Float In	April 17, 2012
Memorial Day	May 28, 2012
Apprentice Graduation	June 22, 2012
Summer Break Begins	June 25, 2012
Fall Building Season Begins	July 9, 2012
Wooden Boat Show, Mystic CT	June 29 – July 1, 2012
Maine Boats, Homes & Harbors Show, Rockland, ME	August 10 - 12, 2012
Labor Day	September 3, 2012
Short Ships Regatta	September 15, 2012
Fall Break	September 17-21, 2012
Columbus Day	October 8, 2012
Float Out	October 15, 2012
Thanksgiving Break	November 22 - 25, 2012
Apprentice Graduation	December 14, 2012
Winter Break Begins	December 17-31, 2012
New Year's Holiday	January 1, 2013
Spring Building Season Begins	January 2, 2013