

Work-Based Learning Job Board

The job board will open on **February 1st** of each year.

- Opportunities are for summer, fall, and spring of the upcoming academic year
- Internships and apprenticeships are generally for rising juniors and seniors
- Internships are short-term and usually unpaid
- Apprenticeships are long-term and always paid
- Both opportunities allow you to earn school credit towards graduation
- If hired, your schedule is crafted around coursework and apprenticeship/internship requirements

This document is to guide students on how to apply for internships and apprenticeships.

Key points:

- Students will only see opportunities that they are eligible for based on age and/or CTE coursework requirements
- We can encourage students to apply for more than one opportunity
- Each posting has specifics about duties, location, timeframe, and skills
- Please check back throughout the spring as more opportunities may be posted

Instructions for accessing the job board

Students must access the live job board and apply for positions using their student Cherry Creek credentials/log in. Parents and CCSD staff cannot see the live job board. Counselors will have a general list of what is available.

Step 1: Student, scan the QR code or visit <https://cherrycreekschools.my.site.com/student/s/wbl-job-board>.



Log in using your my.cherrycreek student login.



Step 2: You will be brought to this page. If you did not land here, try clicking the Work-Based Learning Job Board tab at the top of the page.



Welcome to the CCSD Work-Based Learning Job Board

Work-Based Learning (WBL) provides students the opportunity to work with a local company while taking related coursework through their high school. These opportunities are offered to Cherry Creek School District high school students through **Internships** and **Apprenticeships**. If you are selected, we will work with you and your counselor to develop your high school schedule so that you can meet graduation requirements while working during the school day. *These opportunities are worth 1.0 Elective credit per semester.*

Internships

- Juniors that have completed or are currently enrolled in at least 1 related CTE course can apply
- Can be paid or unpaid
- Short-term commitment (minimum of 100 hours at the internship site)
- Internship would begin the summer before senior year or during 1 semester of senior year

For internship application help: cook8@cherrycreekschools.org

Apprenticeships

- Must be 16 by the start of the upcoming summer to apply
- Always a paid employee of company fulfilling a real job position
- Long-term commitment (between 2-to-3 years)
- Students begin their apprenticeship in high school and stay with the company 1-to-2 years after graduation

For apprenticeship application help: amontgomery12@cherrycreekschools.org

Step 3: Scroll through the list to see what is available and click on **blue job titles** to see more detailed information.

Step 4: If you are interested in applying, the application is below the description of the position. You may apply for as many positions as you like. Make sure you hit submit at the bottom when you are finished. **You will not be able to go back and make edits after submitting.**

Step 5: Every job will have a different close date. Pay attention to this date. **You will not hear back from CCSD or the company until after this date.** Be sure that your voicemail is set up and not full and make sure you are checking the email that you provided regularly. Some companies will call you, some will email you.



1. There are no jobs on my job board. Why can't I see any?

Some internships or apprenticeships require prior or current CTE Courses to be eligible to apply. Students must have successfully completed or be currently enrolled in related CTE courses to be able to view specific positions. For a list of CTE Courses at your high school, visit this page:

<https://www.cherrycreekschools.org/Page/2804> or scan the QR code below



2. I'm having technical problems and can't submit my application. What do I do?

Contact Ashlin Montgomery at amontgomery12@cherrycreekschools.org for help.

3. I want to ask more questions before I apply (or my parents/guardians have questions). Who do we contact?

Internship Questions - Connie Cook - ccook8@cherrycreekschools.org

Apprenticeship Questions - Ashlin Montgomery - amontgomery12@cherrycreekschools.org

Future Educator Pathway (FEP) Questions - Kara Billings - kbillings3@cherrycreekschools.org

4. I will not be 16 by the start of any currently available opportunities, so I am not old enough to apply. How can I spend my time in school so that I am more prepared when I am eligible?

Take CTE electives and required PE/Health courses. Being on top of graduation requirements and taking CTE courses is the best way to prepare during your freshman, sophomore, and junior year. *Please meet with your counselor for support registering for classes.*

5. I don't know if I can commit to the 2-to-3-year apprenticeship. I don't know if I am going to a college out of state or in-state (or if I'm going to college at all).

That's okay. We know that plans can change. If you are applying for an apprenticeship, you should currently have the intention of staying in state 1 to 2 years after high school graduation to complete the apprenticeship. If your plans change, that's okay.

6. I received an offer for an internship or apprenticeship? What do I do now?

The CCSD Work-Based Learning team will connect with you as soon as we are notified. If you don't hear from us, reach out. Sometimes students find out about offers days before we find out. We will find time to meet with you to discuss next steps (including school schedule, company onboarding, and expectations).

7. I have other commitments (another job, sports, CCIC courses). Can I still participate?

We will do our best to create a school and work schedule that accommodates your other commitments.