

Nashoba Valley Technical High School
School-to-Career
Cooperative Education Program Application - Phase I

Student Data

Last Name: _____ First Name: _____ Student ID Number: _____

Street Address: _____ City: _____ State: ____ Zip Code: _____

Home Phone Number: _____ Cell phone Number: _____

Technical Program: _____ Email: _____

A resume and cover letter must be provided with this application.

Student Employment Information

Do you have transportation to/from work? Yes No

Do you have driver's license? Yes No

Are you available to work part time after school if requested? Yes No

Are you available to work full time (35-40 hours) during shop week? Yes No

Do you agree to follow all the rules and regulations for participation in this program as outlined in the student handbook? Yes No

Have you ever been convicted of a felony or a misdemeanor? Yes No

Parent/Guardian Information

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: ____ Zip Code: _____

Home Phone Number: _____ Work or Cell phone Number: _____

Email: _____

Student Employment History

Last Employer: _____

Type of Business: _____

Address: _____

Supervisor: _____

Duties: _____

Employment Dates: _____

Job Title: _____

Salary: _____

May we contact? Yes No

Company Phone Number: _____

Reason for Leaving: _____

Previous Employer: _____

Type of Business: _____

Address: _____

Supervisor: _____

Duties: _____

Employment Dates: _____

Job Title: _____

Salary: _____

May we contact? Yes No

Company Phone Number: _____

Reason for Leaving: _____

References:

Please list two personal and/or professional adult references (Must not be a relative).

Reference 1:

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Work or Cell phone Number: _____

Years Acquainted: _____ Relationship: _____

Reference 2:

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Work or Cell phone Number: _____

Years Acquainted: _____ Relationship: _____

Student and Parent/Guardian Signatures

1. The statements and information furnished by us in this application are true and complete.
2. We give permission for the student named in this application to participate in the cooperative education program.
3. We give permission for representatives of the school to release academic and technical records including technical competency attainment: grades, past and present: as well as any other pertinent information that may be required by potential cooperating employers for the purpose of evaluations.
4. We understand that all cooperative placement students are required to turn in weekly time cards signed by the employer and technical instructor and failure to do so may result in removal from the program.
5. We understand that the cooperative placement student is required to turn in a one page typed essay regarding the work experiences during the technical week as part of a school-to-career connecting activity. We understand failure to turn in essays may result in removal from the program.
6. We understand that if at any time, in the opinion of the Cooperative Education Coordinator or Dean of Students, the student is not meeting the requirements of this program with regards to grades, attendance, attitude, and/or performance, his/her placement will be suspended and possibly terminated.

Our signatures certify that we have read and agree with the above statements.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

School Nurse Recommendation

The school nurse must attest to the following:

This student's physical and immunization records are up to date.

Signature of school nurse: _____ Date: _____

Technical Instructor Recommendation

Technical Instructors must attest to the following:

The student listed in this application has completed a minimum of 1 year and 7 months of successful training in his or her technical area.

The student listed in this application currently has an A or B in the technical program as required by the student handbook in order to participate in cooperative placement.

This student has attained a sufficient level of achievement in the school based vocational technical program and is recommended for cooperative placement.

Technical Teacher Signature: _____ Date: _____

Academic Teacher and Guidance Counselor Recommendations

Academic Instructors must attest to the following:

This student is applying to participate in the cooperative education program and needs your recommendation to apply for participation in the program. If you feel that this student has demonstrated the necessary skills to be successful in the workplace and you would like to recommend him/her for placement at this time, check yes. **Please note that if it becomes necessary to withdraw your recommendation during the school year, simply notify the cooperative education coordinator in writing.**

Instructors:	Signature:	Recommendation:	Current Grade:
English Language Arts	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Mathematics	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Science	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Social Studies	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Physical Education	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Foreign Language (if applicable)	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Guidance Counselor	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Dean of Students Recommendation

All previous sections of this application must be complete prior to obtaining Dean of Students recommendation.

1. This student to date has not accumulated more than 9 total unexcused absences in any school year and no more than three unexcused absences in any trimester. This student has maintained fewer than 3 unexcused tardies per marking trimester with no more than 5 tardies in any school year. If the student at any time exceeds the allowable unexcused absences and tardies the student will be removed from the cooperative placement program.
2. This student is passing all subjects with a grades of A's and B's with the exception of one C grade. The C grade is not in the technical area.
3. This student does not have three or more discipline incidences in any school year requiring detentions or higher level disciplinary action including suspensions. Eligibility will be reviewed and depending on the seriousness of the infraction eligibility will be determined.
4. This student demonstrates a positive attitude and a high level of maturity that is a credit to the student and reflects positively on Nashoba Valley Technical High School.

Dean of Students Signature: _____ Date: _____

*Turn in completed applications to the curriculum office.