

## Cherokee County School District Work-Based Learning Student Application Information

### I. Personal Data

Student's Full Name:	Student ID Number:	Date of Birth:	Current Age:
High School:	Current Grade:	Last 4 digits of Social Security #	
Home Address:	City:	State:	Zip Code:
Student's Email:	Home Telephone:	Cell Phone:	
Career Pathway Interest: I want to become a _____ one day.			
Do you have any responsibilities or obligations that could interfere with your ability to commit time after normal school hours to this program (i.e., sports, school, community activities, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____ _____			
What time will you be available to work each day:			
Monday:	Tuesday:	Wednesday:	Thursday: Friday:
Would you be available to work on weekends: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Could you drive to work? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you available for summer employment: <input type="checkbox"/> Yes <input type="checkbox"/> No			

### II. Academics

List two teachers who are familiar with your scholastic and work performance that you would ask to recommend you for this Work-Based Learning Program:	1.	
	2.	

### III. Work Experience

List previous work experience ( <i>starting with the most recent and working backwards</i> )( <i>Include related volunteer and community activities</i> ):				
Job Title	Employer/ Name of Firm	Description of Duties	Dates Employed	Reason for Leaving





# Parent/Guardian Consent Form Work-Based Learning

PLEASE PRINT

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Or Legal Guardian \_\_\_\_\_ Emergency Contact # \_\_\_\_\_

**Enrollment Consent:** I consent to the enrollment of the above student in the WBL at Woodstock High. YES NO

**Transportation Consent:** (School-provided transportation is not available for WBL students) I give my child permission to drive to the work-based learning site. I release the WBL site, Woodstock High School, and any agents of the employer or the Cherokee County School District, from any liability that may result from the student's use of his/her individual transportation. This student has reliable transportation for work-based learning activities. YES NO \_\_\_\_\_ Parent Initial

**Field Trips/Class Projects:** Permission is granted for the student to participate in field trips and class projects during the session he/she attends Woodstock High School. YES NO \_\_\_\_\_ Parent Initials

**Photo/Media Releases:** Permission is granted to photograph my student for promotional and educational purposes. YES NO \_\_\_\_\_ Parent Initials

**Student Record Release:** I authorize the Career Pathway Facilitator to release my student's academic and attendance records and resume to a potential employer, and I agree that Cherokee County School District and its agents will be absolved of any responsibility in connection with such release. \_\_\_\_\_ Parent Initials

## Health/Medical:

**Treatment Consent:** I hereby authorize the school or the work-site employer to secure emergency medical treatment and medical information for WBL student. Parent or Guardian will assume all financial responsibility. \_\_\_\_\_ Parent Initials

## Insurance:

The student \_\_\_ is or \_\_\_ is not covered by medical insurance. (If not, parent/guardian signature indicates that accident insurance will be purchased through the school insurance program and proof will be provided.) List insurance company: \_\_\_\_\_)

**I have read and understand my responsibility of medical coverage and transportation for said student. Please Initial and date.** \_\_\_\_\_

**Screening for illegal substance use:** Some employers require prospective employees to participate in drug screening procedures. In such cases, this procedure becomes a condition of participation/employment.

**Signature indicates consent to all of the above items.**

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*A copy of insurance card must be on file with Career Pathway Facilitator before student will be allowed to leave campus for WBL site.*

## **Start Career Cruising – All Students applying for WBL at Woodstock High must have a portfolio on Career Cruising. This is part of the application.**

Open your web browser (such as Internet Explorer, Netscape or Firefox) and go to [www.careercruising.com](http://www.careercruising.com). On the Career Cruising homepage, enter your organization's username (**woodstock**) and password (**wolverines**), and click START CAREER CRUISING.

Once you have logged in you will see the Career Cruising Main page. From here you can access all of the tools and features in the program. To return to this page at any time, click on the purple MAIN button in the menu at the top of the page.

### **Creating Your Personal Career Portfolio**

#### **What is a Career Portfolio?**

Think of your career portfolio as your own online filing cabinet. In it, you can keep all the information you need to plan your education and career path.

#### **What can you do with a Career Portfolio?**

You can:

Save your Career Matchmaker Results - Keep notes on the careers and schools that interest you - Develop an education plan based on your career interests - Track your career preparation and planning activities - Record your career and life goals - List your extracurricular activities, skills and abilities, and awards - Document your work and volunteer experiences - Create a personalized, professional-looking resume

#### **The first step is to create your own personal Career Portfolio!**

From the Main screen, click on the blue PORTFOLIO button in the top menu bar.

Note: If your school has pre-assigned Portfolio usernames and passwords, enter your username and password and click the LOGIN button. Please skip ahead to Step 2.

**Step 1.** Click on the grey NEW PORTFOLIO button to create a new portfolio. Enter your information and then select your own Portfolio Username and Password, so that only you can get into your portfolio. Write down your Portfolio Username and Password in a safe place in case you forget them. Click on CREATE PORTFOLIO.

It is also a good idea to fill in your email address, so that you will be able to retrieve your portfolio username and password if you ever forget them.

**Step 2.** On the Quick Links menu, select 'Things to Remember'. If you want to learn more about 'What is a Portfolio' or about 'Protecting Your Privacy', click on the links at the bottom of the page.

**Step 3.** On the Quick Links menu, select 'Update Your Personal Profile'. You don't need to fill out this section right now, but if you want this information to appear in a resume, you will have to fill it out here first.

#### **Note....**

If you are going to work on your portfolio right now, continue. If you want to work on your portfolio later, click the grey LOGOUT button to close your personal portfolio.

***E-mail Ms. Puckett when you have completed this step or if you have questions.***  
[peggy.puckett@cherokee.k12.ga.us](mailto:peggy.puckett@cherokee.k12.ga.us)

**Student Instructions: Fill out name and student number and current grade level.** Leave form with Ms. Ernst in Student Services.

### Counselor Recommendation

Harris     \_\_\_\_\_  Murphy     Knight     Watkins     Robinson

The Work-Based Learning Programs incorporates work-based learning with school-based learning. Students will be given a broad base of general workplace knowledge and competencies required in their field. The programs are voluntary programs designed for a group of selected students entering their junior or senior year in high school. The programs will prepare students for many career opportunities in the future. The student listed below has applied to participate in a WBL program. Please assist by completing this form.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Current Grade Level \_\_\_\_\_ Student will have \_\_\_\_\_ periods available for WBL next year.

#### Please attach a copy of the student's transcript

This student will have \_\_\_\_\_ available class periods for the Work-Based Learning.

- ◇ I recommend this student for the WBL Program.
- ◇ I do not recommend this student for the WBL.
- ◇ Please contact me about this student.

\_\_\_\_\_  
Counselor Signature/or Initials

\_\_\_\_\_  
Date

Please return to **Peggy Puckett** – Career Pathway Facilitator  
Office of Career Related Education  
Phone 770 592-3500 X246  
Email [peggy.puckett@cherokee.k12.ga.us](mailto:peggy.puckett@cherokee.k12.ga.us)

## Teacher Recommendation Work-Based Learning Applicant

### CONFIDENTIAL TEACHER RECOMMENDATION FORM

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Please check in the appropriate column the factors for which you have adequate information for appraisal.

	GOOD	FAIR	POOR
1. Ability to follow instructions			
2. Social skills (gets along well/respect for others)			
3. Demonstrates dependability			
4. Self-motivated			
5. Demonstrates responsibility (directs energies toward tasks)			
6. Demonstrates enthusiasm in performing assigned tasks			
7. Strives for excellence			
8. Punctual			
9. Mentally alert (organization skills/problem-solving skills)			
10. Demonstrates proper etiquette and manners			
11. Personal appearance/grooming			
12. Demonstrates integrity/honesty			
13. Demonstrates optimism and self-respect			
14. Capacity to try new ideas and increase knowledge			
15. Attitude toward constructive criticism			
16. Ability to adapt to change			
17. Cooperates with others			
18. Communication skills			
19. Demonstrates attention to detail			
20. Ability to set realistic goals			

**Do you recommend this applicant for the *Work Based Learning* program?**  Yes  No

\_\_\_\_\_  
Signature Print Name

Date \_\_\_\_\_

*Return to the mailbox of Peggy Puckett. Thank you.*

Supplementary Comments

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*Work Based Learning* programs are an extension of school-based curriculum into the workplace. Through these experiences, students will be exposed to a wide range general workplace knowledge and competencies, with the goal being to better prepare students for future opportunities. The program is voluntary, and designed for a group of selected students entering their junior/senior year. The student listed on this form has applied to participate in *Work Based Learning*. Please assist us by completing and ***returning form to the mailbox of Peggy Puckett***, Career Pathway Facilitator as quickly as possible.

Thank you.

Peggy Puckett

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**Do you recommend this applicant for the *Work Based Learning* program?**  Yes  No

\_\_\_\_\_ Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

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