

PALMER HIGH SCHOOL
School-to-Career Application

*Complete and return to STC Facilitator (Room 206) Due ASAP
Applications processed in order they are received. Seniors given priority
Information on this form is used to match students with internship placements.*

PERSONAL INFORMATION

Name (Last, First) _____
Date of Birth ____/____/_____
Street Address _____
City, State, Zip _____
Home Phone _____ Student Cell Phone _____
Student E-mail _____
Parents/Guardians _____ E-mail _____
Cell phone _____ Work phone _____

EDUCATION & CAREER INFORMATION

Graduation Year _____

Post High School Plans: 2 or 4 yr. College Military Vocational Training Job

List your top two choices for Career interest area (See Mrs. Anti or School Counselor for assistance):

1. _____ 2. _____

Would you accept a related occupational placement if your specific request cannot be met? Yes No

Have you participated in STC? No Yes - Where? _____

Do you have a preferred STC site? Yes No

If yes, where? _____

Contact Name _____ Title _____

Location _____ Phone _____

Do you have reliable means of transportation? Yes No Driver's License? Yes No Expected _____

Indicate semester preference: Fall Spring Either

Can your placement be scheduled take place during either semester (fall or spring)? Yes No

If No, explain why _____

WORK & VOLUNTEER EXPERIENCE

Current Employer _____ Job Title _____ Dates _____

Previous Employer _____ Job Title _____ Dates _____

List Clubs, Activities, Sports and dates (for timing of placement and alternate interests):

SKILLS & QUALIFICATIONS

Which Computer Software Applications do you know how to use?

Microsoft Word Access Excel Power Point Web Page Design Google Suite

Other _____

Career Specific Skills (What kind of work do you like to do?):

Personal Skills (How would you describe yourself?):

Relevant Awards/ Accomplishments:

What do you hope to gain from the STC experience?

Are you eligible to work in the United States? Yes _____ No _____

To be complete after placement is confirmed:

Supervisor

Location

Phone

E-mail

Palmer High School
S-T-C Internship Work-Based Learning Agreement

Through STC internship the student receives mentoring and training at a jobsite related to his or her career interest. The STC internship takes place during one/two block(s) of the school day and follows the calendar for vacations and other no-school days. The student is expected to spend 7 hours per week (including travel time) at the jobsite and will credit toward graduation. A job description and related tasks are stated in the Massachusetts Work-Based Learning Plan (WBLP). The WBLP is a standards based performance evaluation tool that is used twice during the semester to evaluate the student's progress at the worksite. A placement is not guaranteed for applicants. Specific internship placements also cannot be guaranteed. Overall, STC students strengthen foundation skills and gain career awareness.

In addition to the requirements and expectations laid out in the PHS Program of Studies, STC has the following requirements:

For quarter grades (*assignments submitted by the date that grades close for each marking period*):

- Weekly journal and signed time sheets documenting STC hours for each week of the marking period
- Other writing assignments as assigned (ex. Resume, Informational Interview)
- For the final exam grade: A final portfolio of work or cumulative project

Parent/Guardian/Student (18 or older) Responsibilities:

- Parent/Guardian/Student accepts the responsibility for the personal conduct of the student during the internship.
- Student will provide copy of driver's license if student is driving to and from worksite (external placement only).

Supervisor Responsibilities:

- Supervisor informs the student of the work rules, regulations, and safety procedures.
- Supervisor allows the student to be involved only in safe activities.
- Supervisor will notify the STC Facilitator regarding attendance issues and/or any inappropriate performance or behavior on the part of the student while at the job site.
- Supervisor is required to evaluate student performance using the Massachusetts Work-Based Learning Plan, review the evaluation with the student, and forward the evaluation to the STC Facilitator.

For external placements only:

- Supervisor will provide a Certificate of Workers' Compensation Insurance.
- Supervisor will provide a CORI Release Form prior to the start of the program (if applicable).

School-to-Career Coordinator Responsibilities:

- STC Facilitator acts as a liaison between the cooperating business, school, parent/guardian, and student.
- STC Facilitator will conduct occasional supervisory visits to the worksite, and is responsible for facilitating the Massachusetts Work-Based Learning Plan.
- STC Facilitator will manage worksite placement, collect and provide related documentation for the student, business supervisor, parent/guardian, submit program reports to the Massachusetts Department of Education, and grades to PHS administration.

Termination of STC Internship: This agreement may be terminated by the Supervisor, Parent/Guardian, Career Facilitator, or Principal with appropriate notice to other parties. Placements are for the duration of the 126 hour commitment.

Media Release: The parent/guardian authorizes duplication and distribution of any product, written or filmed, that was created during the WBL experience. The parent/guardian grants permission for photos or videos in which the student appears to be used for authorized educational and promotional purposes of the School District and/or River East School-to-Career, Inc. (This School District is a member of the River East Schools-to-Career Partnership: www.rivereast-stc.org)

I understand the preceding information and agree to abide by its provisions.

Student _____ Date _____

Parent/Guardian _____ Date _____

Supervisor (Obtained by STC Facilitator) _____ Date _____

PALMER HIGH SCHOOL
4105 Main Street
Palmer, Massachusetts 01069
Telephone: (413) 283-6511
Facsimile: (413) 283-3476

Susan A. North
Principal

John Diorio
Connie Mahoney
Assistant Principals

Release from Liability and Indemnity Agreement

I, the undersigned parent/guardian/legal representative of _____ do

STUDENT'S NAME

hereby consent to his/her participation in School-to-Career Intern/Extern and in consideration of his/her being permitted to so participate, I, on behalf of myself, my heirs, my agents, my representatives, and on behalf of

_____ do forever RELEASE, acquit, discharge, and covenant to hold

STUDENT'S NAME

harmless the Palmer Public School District, and its employees, servants, and agents, as well as the Palmer Public School Committee, its former and current members, and its employees, servants and agents, from any and all actions, rights of action, causes of action, charges, and/or claims, in any way related to rising from and/or growing out of, directly or indirectly, all known or unknown personal injuries or property damage or death, which I may now or hereafter have as the parent/guardian/legal representative of said minor, as well as any actions, rights of action, causes of action, charges, and/or claims which said minor said minor has or hereafter may acquire, either before or after he/she reaches the age of majority, resulting from, relating to, or in any way connected to, his/her participation in School-to-Career Intern/Extern, sponsored by or related to the Palmer Public Schools.

In addition, I, as parent/guardian/legal representative of said minor, agree to indemnify the Palmer Public School District and its employees, servants, and agents, as well as the Palmer Public School Committee, its former and current members, and its employees, servants and agents in the event that any action, charge, and/or claim, is brought against the foregoing, which is in any way related to, arising from and/or growing out of, directly or indirectly, in the School-to-Career Inter/Extern, sponsored by or related to the Palmer Public Schools.

Signature of Parent/Guardian

Signature of Student

Date _____

Date _____

Recommendation for STC Work-Based Learning Internship

The following student has applied for an internship placement. Your recommendation is valuable in placing the student in a Work-Based Learning experience and may be sent to the prospective supervisor. Not to be completed by parent. *Please return to student or the School-to-Career Coordinator ASAP.*

Student Name: _____

Your Name: _____ Relationship to Student: _____

Signature: _____ Date: _____

1. *Indicate some of the applicant's personal qualities that would be valuable in this placement. (Circle most appropriate)*

Adaptable	Enthusiastic	Observant	Resourceful
Ambitious	Flexible	Organized	Sincere
Congenial	Hard working	Patient	Other: _____
Conscientious	Imaginative	Persistent	_____
Creative	Industrious	Positive attitude	_____
Dedicated	Mature	Reliable	_____

2. *Highlight some specific or transferrable skills demonstrated by the student. (ex. motivated, takes initiative, good work ethic, able to work independently, team player, demonstrates leadership qualities, possesses good communication skills in speaking, listening, reading, and writing)*

3. *Other Comments or Concerns (e.g. academic performance, attendance, punctuality, class participation and technical skills attainment)*

4. *Would you recommend this student for a STC Work-Based Learning placement? (If the student wishes to be placed with you, please indicate your approval here.)*

5. *Do you believe there is a particular career or setting that would be appropriate for this student?*