



Central Vermont Career Center Cooperative Education Application

Application deadline is February 12, 2018

Name _____ Birth Date _____
 Address _____ City _____ Zip _____
 Your CVCC email _____ Your cell phone # _____
 Parent/Guardian _____
 Parent email _____ Parent Phone # _____

CVCC Program _____
 Sending School _____ Counselor at sending school _____
 List any industry certifications: _____
 Second choice program for 2015/16 _____

Are you working now? Yes/ No Dates _____

Name of your Employer _____
 Employer's Address _____ Employer's Phone _____
 Your job title/role _____
 Full Name of your supervisor and title _____

Do you have transportation for Co-op? Yes/No If yes, how? _____
 Do you have a valid driver's license? Yes/No If no, when will you have it? _____

Other Work History

Dates	Employer	Job Title	Address

Please list the extracurricular school and community activities you have been involved in over the last two years.

Name of Organization	Role You Played	Dates

Applicant Signature _____ Date _____ Parent/Guardian Signature _____ Date _____

Filling out an application DOES NOT assure a student of a Cooperative Education Placement



Central Vermont Career Center Cooperative Education Application Program Instructor Recommendation Form

Please fill out the form and return to Coop Coordinator by February 12, 2018. **Please do not give this form back to the student.**

Student Name _____ CVCC Program _____

CVCC Marking Period Grades: 1st _____ 2nd _____ 3rd _____

CVCC Absences to Date _____ CVCC Tardies to Date _____ CVCC Early Dismissals to Date _____

1. What safety training has the student obtained in this program? _____
2. Why is the student qualified to represent CVCC on a Co-op job site? _____

3. What are the student's outstanding abilities or talents that they can use on a Co-op job site?

4. What are the student's opportunities of growth? _____

Please rate the following	Excellent	Good	Fair	Poor
Student cooperation				
Initiative				
Dependability				
Ability to take direction				
Acceptance of feedback				

Do you recommend this student for cooperative education placement? Yes No

Would you hire this student if it were your business? Yes No

How would you rate this student compared to your other co-op applicants? 1st 2nd 3rd

Have there been any discipline issues? Yes /No If yes, please explain _____

Instructor signature _____ Date _____



Central Vermont Career Center Cooperative Education Application Sending School Counselor Recommendation Form

Please fill out the form and return to Coop Coordinator by February 12, 2018. **Please do not give this form back to the student.**

Student Name _____ CVCC Program _____

Your Name _____ School _____

Contact Number _____ How long have you known the student? _____

Do you recommend this student for cooperative education placement? Yes No

1. Why is the student qualified to represent CVCC on a Co-op job site? _____

2. What are the student's outstanding abilities or talents that they can use on a Co-op job site?

3. What are the student's opportunities of growth? _____

Please rate the following	Excellent	Good	Fair	Poor
Student cooperation				
Initiative				
Dependability				
Ability to take direction				
Acceptance of feedback				

What classes does the student need to take senior year for graduation?

Are morning or alternative classes an option? Yes No

Counselor Signature _____ Date _____