

Okaw Area Vocational Center

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Vandalia IL 62471
(618)283-5150
Fax (618)283-2014



Student Program Application Packet

Set Deadline for application return

MARCH 8, 2019

Home School

HILLSBORO HIGH SCHOOL

Thank you for considering Okaw Area Vocational Center as a stepping stone to your future success in the trade industry. We offer a wide array of programs that meet the current and future industry expectations. In order to attend the vocational center you must complete the application process.

Okaw programs available

Power Mechanics/ATV
Auto Body
Office Technology/Business Entrepreneur
Commercial Art
Health Occupations
Culinary Arts/Food Service
Drafting/Electronics
Building Trades
Welding
Auto Mechanics

Prerequisites checklist: You Must:

- ✓ _____ Be a junior or senior
- ✓ _____ Demonstrate positive attitude
- ✓ _____ Good to excellent attendance
- ✓ _____ Express interest in the program and the related occupation
- ✓ _____ Have at least an 8th grade reading and math level
- ✓ _____ Complete the Okaw Application Form
- ✓ _____ Complete the Program Application Form
- ✓ _____ Complete the 3 Faculty/Staff/Supervisor Recommendation form
- ✓ _____ Turn completed packet in by set deadline

**Okaw Area Vocational Center
Application Form**

Please Print

Date _____

Program 1st Choice _____

Program 2nd Choice _____

Name: _____ (Last, First)

Address _____

Are you currently employed? Yes _____ No _____

If no have you ever been? Yes _____ No _____

If yes to either question, where?

What are/were your responsibilities?

Who is/was your supervisor?

_____ (First, Last)

Telephone: _____

Okaw Area Vocational Center Program Response Application Form

Statement of Purpose Essay

In your own words and in full sentences, please provide a written response to the following. (1) Why do you want to be selected for the Okaw program you have chosen? (2) What, if any prior experience, skills and abilities do you bring to the program? (3) What do you hope to gain from participation in the program? (4) What are your career goals related to this trade? If there is additional information you would like us to consider in evaluating your application, please include, as well, you may use the back of the page, if needed.

Faculty/Staff/Supervisor Recommendation Form
For Okaw Vocational Programs

Student's Name: _____

Okaw Program 1st Choice _____ 2nd Choice _____

Three faculty/staff/supervisor recommendations are required as part of the application process to attend Okaw Area Vocational programs. **Two** recommendations must be faculty/staff members from your school and **one** can be a person in a supervisor or lead position for you.

***Dear Faculty/Staff/Supervisor,
Please consider this student and if you would personally recommend them based on the following characteristics and traits to be selected for attendance in the Okaw program listed above. Thank you for your time and consideration.***

- *attendance *discipline record *appearance *attitude
- *cooperativeness *courtesy *dependability *industriousness
- *initiative *promptness *reliability *hygiene *citizenship

Signature of faculty/staff/supervisor from your home school or community who know you well enough to provide as testimony of your positive characteristics and traits.

1. _____

2. _____

3. _____