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METROPOLITAN  
Community College

# CAREER ACADEMY APPLICATION 2019-2020

## COMPLETE AND SIGN THE FOLLOWING DOCUMENTS:

- |   |  |
|---|--|
| <input type="checkbox"/> Background Information and Applicant Questions | <input type="checkbox"/> Counselor Form          |
| <input type="checkbox"/> Honor Statement                                | <input type="checkbox"/> Parent Information Form |
| <input type="checkbox"/> Personal Recommendation Form                   | <input type="checkbox"/> High School transcript  |

**Please only return pages 3 - 8 and transcript.**

## REFERENCES

Please select a teacher or other adult to complete the Personal Recommendation Form.

Your high school counselor must complete the Counselor form.

*To be considered for participation, these completed recommendations must be included with your application.*

## SELECTION

The selection process will be conducted by the MCC Career Academy Selection Committee. Selection will occur in March, and notification will be sent in April.

## QUESTIONS

If you have questions about this program or application, please contact us at 531-622-2213.

## Return completed application packet to:

Secondary Partnerships Office  
Metropolitan Community College  
PO Box 3777, FOC Building 7  
Omaha, NE 68103-0777

## APPLICATION DEADLINE: March 4, 2019

**Students must abide by the MCC Calendar: Whether or not the high school is out for that day.  
Note to Seniors: The Career Academy schedule may require attending classes beyond the high school graduation date and/or beyond the last day of high school.**

### Nondiscrimination & Equal Opportunity Statement

Metropolitan Community College does not discriminate on the basis of race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and related Executive Orders 11246 and 11375, and all amendments to the above

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## CAREER ACADEMY STUDENT APPLICANT BACKGROUND INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ S.S. \_\_\_\_\_

Grade in fall: \_\_\_\_\_ High School Name \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Phone \_\_\_\_\_

Transportation: Own \_\_\_\_\_ Parent(s) \_\_\_\_\_ None \_\_\_\_\_ Driver's License Yes \_\_\_ No \_\_\_

Please rank the top three programs for which you would like to be considered (1=first choice, 2, 3, last choice)

*Tuition of \$37 per credit hour for High School students. Tuition is based on the rate for the 2018-19 Academic Year for Nebraska residents. MCC's tuition and fees schedule is subject to change without prior notice and at the discretion of the MCC Board of Governors.*

<b>Fort Omaha Campus (FOC)</b> 30th and Fort, Omaha				
<input type="checkbox"/> Architecture <i>(Seniors Only)</i> <i>Maximum 12 students</i>	<input type="checkbox"/> Civil Engineering <i>(Seniors Only)</i> <i>Maximum 12 students</i>	<input type="checkbox"/> Construction Technology <i>Maximum 12 students</i>	<input type="checkbox"/> Prototype Design <i>Maximum 12 students</i>	
<input type="checkbox"/> Electrical Technology <i>Maximum 12 students</i>	<input type="checkbox"/> Heating, Air Conditioning and Refrigeration (HVAC) <i>Maximum 12 students</i>	<input type="checkbox"/> IT – Data Center Operations <i>Maximum 12 students</i>	<input type="checkbox"/> IT Cyber Security Program <i>Maximum 12 students</i>	
<input type="checkbox"/> Pre-Apprenticeship Plumbing <i>Maximum 12 students</i>	<input type="checkbox"/> Welding Technology <i>Maximum 12 students</i>			
<b>South Omaha (SOC)</b> 27th & Q, Omaha				
<input type="checkbox"/> Automotive Technology <i>(Driver's License required)</i> <i>Maximum 16 students</i>	<input type="checkbox"/> Certified Nursing Assistant (CNA) <i>Maximum 20 students</i>	<input type="checkbox"/> Emergency Medical Technician (EMT) <i>(Seniors Only)</i> <i>Maximum 12 students</i>	<input type="checkbox"/> Diversified Manufacturing/ Process Operations <i>Maximum 10 students</i>	
<b>Applied Technology Center (ATC)</b> 10407 State St, Omaha			<b>Learning Community of North Omaha</b> 24th and Franklin	
<input type="checkbox"/> Auto Collision Technology <i>Maximum 10 students</i>	<input type="checkbox"/> Diesel Technology <i>Maximum 10 students</i>	<input type="checkbox"/> Fire Science Technology (FIST) <i>Maximum 16 students</i>	<input type="checkbox"/> Utility Line Technician	<input type="checkbox"/> Early Childhood Education <i>(Seniors Only)</i>
<b>Elkhorn Valley (EVC),</b> 204th & Dodge, Omaha		<b>Omaha Community Playhouse (OCP)</b> 6915 Cass	<b>Sarpy Center (SRP)</b> 91st & Giles	
<input type="checkbox"/> Digital Cinema/Filmmaking <i>Maximum 12 students</i>	<input type="checkbox"/> 3-D Animation & Games <i>Maximum 9 students</i>	<input type="checkbox"/> Theatre Technology <i>Separate application needed*</i> <i>Maximum 10 students</i>	<input type="checkbox"/> Criminal Justice <i>(Seniors Only)</i> <i>Maximum 20 students</i>	<input type="checkbox"/> Business Administrative Professional <i>Maximum 20 students</i>



## APPLICANT QUESTIONS

**On a separate sheet of paper**, please answer the following questions. Remember to use your best grammar and punctuation skills. Typed essays are preferred.

- 1) Are you on track to graduate with your class? **Yes No**. If no, why not.
- 2) The MCC Career Academy requires basic skills in math, reading and comprehension. Describe how you have the skills required to participate in the Career Academy. \_\_\_\_\_  
\_\_\_\_\_
- a) What English class are you currently in and what is your grade? \_\_\_\_\_
- b) What is the most recent math class you have taken and grade? \_\_\_\_\_
- 3) What helps you to be successful in high school? \_\_\_\_\_
- 4) Briefly discuss any part-time jobs (paid or unpaid), volunteer service, and/or job shadow experience that you have participated in which relates to the Career Academy program you choose. (For example: If you are applying for Fire Science, have you had any experience in this area?) What skills are you using in this job?  
\_\_\_\_\_
- 5) If you are accepted into the MCC Career Academy, attendance is **mandatory**. Any absences or tardies will be reported to your home school. If you have three (3) absences in a quarter, it could result in the instructor failing you.
  - a. Describe your school attendance/tardiness for the last two (2) years. If you have had more than three (3) absences per semester, give a brief explanation of why those absences occurred. (Examples: illness, out-of-town, sports events, etc.)  
\_\_\_\_\_
  - b. If necessary, what changes are you ready to make?  
\_\_\_\_\_
- 6) Provide any additional information as to why you feel you should be invited to participate in the Career Academy program.  
\_\_\_\_\_

Please list your school activities, church/temple and community activities, honors received, offices held, and/or courses or training you have completed which will aid us in evaluating your qualifications for the Career Academy.

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**PARENT INFORMATION (to be completed by parent/guardian of applicant)**

Parent(s) or guardian names with whom student resides: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

If parent(s) address is different than student address, please list the parent(s) address below: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

If parent(s) address is different than student address, please list the parent(s) address below: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

If Guardian's address is different than student address, please list the parent(s) address below: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Briefly explain why your child would be a good candidate for the MCC Career Academy:

\_\_\_\_\_  
\_\_\_\_\_

**STUDENT CERTIFICATION**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if selected for the MCC Career Academy, falsified statements may be grounds for removal.

I authorize investigation of all statements contained herein, the references listed in this application and all information concerning previous employers, and release all parties from liability for any damage that may result from furnishing the same to you.

I understand that as part of the work experience component of the MCC Career Academy, employers may require drug testing, insurance approval, and/or background checks.

I have read the attached information sheet and understand the high level of commitment that will be required on the part of both students and their parent(s)/guardian(s), if selected.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



READ and INITIAL!!

## HONOR STATEMENT

Participation in the MCC Career Academy program requires a high level of commitment from the College, high school, students, and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. A student is required to be at least 16 years of age to participate in an MCC Career Academy. All participants must adhere to the following list of guidelines: **Initial each item.**

- The student is required to attend all classes. Three absences per quarter will result in being dropped from the program.
- The student has access to an appeal process to review extenuating circumstances of absences and tardies at the college. During an appeal process, the student will continue to attend class.
- The student is expected to follow the Career Academy’s calendar. In addition, the student is expected to follow MCC’s inclement weather policies.
- The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to follow. A tardy is defined as no more than ten (10) minutes late. Leaving early results in a tardy or an absence. If employed in an internship, arriving late on the job will be subject to the rules of the employer.
- The student is required to provide his/her own transportation to and from the College.
- Students and parents are expected to follow the tuition payment schedule as established by the College.
- If an internship is required, a student must prepare for and accept job interviews and employment as recommended by the program. Failure to do so results in full withdrawal from the program.
- If an internship is required, the student is expected to be employed in the internship a minimum of 10-20 hours per week.
- The student is to behave in an ethical and professional manner at all times in the College and represent his/her high school and College in a way that denotes dignity and respect.
- The student must politely accept feedback from instructors, vocational advisors, college administrators, and internship employers and treat each situation as a positive learning experience.
- The student is required to immediately notify instructors, Secondary Partnerships Office, and high school counselors of problems and concerns while attending the College and/or internship. An intern cannot change jobs or quit without permission/notification of the employer, parent and Career Academy.
- The student is required to be drug free while attending the College. Appropriate action will be taken in accordance with MCC policies and procedures if substance use/abuse is suspected. Internship sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to follow.
- Equipment provided by the Academy must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged equipment will result in replacement fines to be paid by the student.

\_\_\_\_\_  
Student’s Name – Print

\_\_\_\_\_  
School

\_\_\_\_\_  
Student’s Name – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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## COUNSELOR FORM

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**TO BE COMPLETED BY THE HIGH SCHOOL COUNSELOR:** Provide name, phone number, and e-mail address of the school official who will serve as contact for issues, such as grading and attendance.

\_\_\_\_\_  
Signature of High School Counselor    Print Name of Counselor    Phone    E-mail

The following checklist is provided for those who know the student well enough to give an accurate assessment of him/her.

High School Attendance	
# of classes completed out of # taken	
GPA	

Please feel free to make other comments that will indicate your estimation of this student's qualifications for this program.

\_\_\_\_\_  
\_\_\_\_\_

Have there been any school interventions to help the student be successful?

\_\_\_\_\_  
\_\_\_\_\_

This student is on track for graduation from this high school and is academically qualified for the MCC Career Academy.    \_\_\_ Yes    \_\_\_ No

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## PERSONAL RECOMMENDATION FORM

Student Name: \_\_\_\_\_

Provide name, phone number, and e-mail address

Signature

Print Name

Phone

E-mail

How do you know the student? \_\_\_\_\_

The following checklist is provided for those who know the student well enough to give an accurate assessment of him/her. These attributes are very important to success at MCC.

	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent (Top 10%)</b>
Responsibility				
Attitude				
Effort				
Interpersonal Skills				
Personal Values and Ethics				

If you wish to give reasons for any of your ratings, please do so here. Often, an explanation for the significance of ratings is helpful during the selection process.

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What would help this student be successful?

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Please make other comments that will indicate your estimation of this student's qualifications for this program.

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