



# CareerX Program Application

## School Information Packet

**2021-2022**

- Diamond Oaks
- Laurel Oaks
- Live Oaks

**Student Name** \_\_\_\_\_

**Affiliate School** \_\_\_\_\_

# SCHOOL INFORMATION PACKET

## PURPOSE & GUIDELINES

This information enables the Selection Committee\* to review each candidate's skills and abilities. A parent, student, counselor, or teacher may be contacted by the Selection Committee to gather additional information. Our goal is to support students so they can be successful in the CareerX Program and ultimately reach the outcome of competitive employment.

### PLEASE SEE APPENDIX 1 FOR THE CAREERX ESSENTIAL SKILLS PROFILE

The Selection Process includes the following guidelines:

- All parents and students are encouraged to attend a Parent Information Meeting or Great Oaks Open House.
- A Great Oaks Online Application is completed (Visit [www.greatoaks.com](http://www.greatoaks.com))
- Parent Information Packet-must be completed and received before visit is scheduled.
- School Information Packet-must be completed and received before visit is scheduled.
- Students are encouraged to complete a full-day visit in the CareerX Program.

**A student will be considered by the Selection Committee when all of the above information is completed.**

1. Submit the completed **Great Oaks application** by **March 1, 2021**
2. Submit the completed **Parent Information Packet** and/or **School Information Packet** to:  
  
**Great Oaks Career Campuses**  
**Nancy Mulvey**  
**Director of Student Services**  
**110 Great Oaks Drive**  
**Cincinnati, OH 45241**
3. The Selection Committee will review the applications and notify you of acceptance or denial. **Final placement in the program is determined by the IEP team for the 2021-2022 school year.**

**\*PLEASE NOTE: The Selection Committee will include a Great Oaks Career and Technical instructor, Director of Student Services and Great Oaks staff.**

## CAREERX LOCATIONS

<b>Diamond Oaks Campus</b> <b>6375 Harrison Avenue</b> <b>Cincinnati, OH 45247</b>	<b>Laurel Oaks Campus</b> <b>300 Oak Drive</b> <b>Wilmington, OH 45177</b>	<b>Live Oaks Campus</b> <b>5956 Buckwheat Road</b> <b>Milford, OH 45150</b>
--	--	---

## GREAT OAKS CAREERX PARENT PACKET CHECKLIST

**\*\*PLEASE NOTE:** All the required documents **must be** completed for the selection committee to review the application. Parents will need to work with affiliated school officials to obtain the requested information below.

- Completed Parent Information Packet**
- Completed Parent Consent Form**
- Great Oaks Application (Visit [www.greatoaks.com](http://www.greatoaks.com))**
- Completed School Information Packet**
- High School Transcript with Attendance Record**
- School Transcript from any other formal training**
- Career Assessment – *Optional, please provide if completed***
- Copy of School Emergency Medical Form**
- Verification/copy of Free/Reduced Lunch Form, if applicable**

**This packet has been completed by:**

---

Name

Title

Phone Number

**CareerX School Information Packet Form**  
*Please Print or Type All Responses*

**Student Name** \_\_\_\_\_  
First Name Middle Initial Last Name

Person Completing this Form \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_  
Number Street Apartment Number  
\_\_\_\_\_ City State Zip Code County

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Student Birthday \_\_\_\_\_  
Month Day Year

**School Status**

School District of Residence \_\_\_\_\_

The student has all needed credits for graduation upon completion of the current school year

Student will participate in graduation ceremony on: \_\_\_\_\_  
Month / Year

The school district of student residence has determined that Student will extend their learning

The student has one or more years of school eligibility

**Academic Skills**

***Student's favorite subjects in high school were/are:*** \_\_\_\_\_

In general, the student is reading at the \_\_\_\_\_ K-12 Grade Level

The student completes math assignments at the \_\_\_\_\_ K-12 Grade Level

**Support and work rate:**

**Required Student Support**

- No support necessary
- Reminders
- Frequent reminders
- One-to-one support

**Assignment Completion Rate**

- On time
- Extra 5 – 10 Minutes
- Extra Hour
- Extra Day

**Task completion and organization:**

- Total independence
- Occasional support
- Frequent support

- Work is neat and organized
- Work is somewhat organized
- Work is frequently disorganized

**Communication Skills**

- Student uses appropriate volume when speaking to others
- Student responds appropriately when asked to follow directions
- Student engages in age-appropriate conversations
- Student effectively communicates thoughts/feelings to others (including self-advocacy)

**Technology Skills**

- Student has minimal/no computer skills
- Student has their own cell phone (talk, text and/or data)
- Student has a computer/internet access at home
- Student knows how to use a cash register
- Student knows how to use business phone system (voice mail, transferring calls, etc.)

Other job-relevant skills: \_\_\_\_\_

## Computer Skills Inventory

	Experience	No Experience
Multiple Internet browser use	<input type="checkbox"/>	<input type="checkbox"/>
Online video/music streaming use	<input type="checkbox"/>	<input type="checkbox"/>
Email use	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word/Excel/PowerPoint Office use	<input type="checkbox"/>	<input type="checkbox"/>
Online gaming use	<input type="checkbox"/>	<input type="checkbox"/>

## Independent Living and Self-care Skills

No Assistance	Need Some Assistance	Total Assistance	Task
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managing money (budgeting, banking, saving)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating a budget
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practicing proper hygiene (bathing and grooming)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toileting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Getting appropriate amount of sleep
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooking/preparing meals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Making appropriate nutritional choices

## Recreational and Leisure Activities

***Student has participated in organized activities: (in or out of school)***

Sports (Please List) \_\_\_\_\_

Band       Choir       Theater      (*Circle all that apply*)

Scouts       Church Youth Group       Community Recreation and/or Special Olympics

Other (Please List) \_\_\_\_\_

***On their own, the student enjoys:***

- Computer/gaming console games
- Watching television/movies
- Reading
- Other (Please List) \_\_\_\_\_

**Community Employment**

- Student desires competitive community employment  
After school, the student wants to: \_\_\_\_\_
- Parent/Guardian desires competitive community employment  
After school, parent/guardian wants the student to: \_\_\_\_\_

***Student currently has the following pre-employment documentation:***

- State Issued ID
- Social Security Card
- Birth Certificate

Are there any factors that may interfere with Student's eligibility for employment? Explain. \_\_\_\_\_  
\_\_\_\_\_

***Agency Support***

- Student receives SSI and/or SSDI
- Student receives services from DD/DDS  
Case Manager/Service Facilitator \_\_\_\_\_
- Student has a OOD/BVR/BSVI/ORSC Counselor  
Counselor \_\_\_\_\_

***Other Support*** \_\_\_\_\_

Please list other support agencies/individuals that work with the student

Name	Agency/Title	Contact Information

### Employability Skills

- Student arrives on time
- Student knows how to tell and keep track time to the minute
- Student stays on task until completed
- If interrupted, student can return to task without prompts
- Student follows appropriate dress code
- Student can complete a job application independently
- Student has experience/practice interviewing
- Student has Work Study experience

Please list \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Previous/Current Community Work/Volunteer Experience

Company	Job Title	Paid/Unpaid



**Interpersonal Communication/Social Skills**

- Student engages in appropriate conversation in the school or work environment
- Student respects other's personal space
- Student maintains on-topic conversation
- Student has public speaking experience
- Student does not engage in inappropriate public displays of affection
- Student respects others and uses appropriate language
- Student is cooperative and accepts constructive criticism without negative reaction

**Why do you think this student is a good candidate for CareerX?**

*(Please refer to Appendix 1 for Great Oaks CareerX Essential Skills Profile)*

---

---

---

---

---

---

---

---

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

Person Filling out Application \_\_\_\_\_ Date \_\_\_\_\_

# GREAT OAKS CAREER CAMPUSES

## CareerX Visit School Permission

Dear Parent/School,

To refer a student for CareerX visit, please follow steps outlined below and send completed forms to:

Nancy Mulvey  
Director of Student Services  
Great Oaks Career Campuses  
110 Great Oaks Drive  
Cincinnati, OH 45241

- Signed Parent Consent Form
- Copy of Emergency Medical Form

### PLEASE PRINT

I request that my son/daughter participate in a CareerX visit.

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

School District \_\_\_\_\_

Printed Name \_\_\_\_\_

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

Date \_\_\_\_\_

## Appendix 1



# Great Oaks CareerX Essential Skills Profile

This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks Website at: <http://hs.greatoaks.com/essential-skills-high-school-programs/> and selecting the corresponding career program.

### Credits for Graduation Completed

Students must be on target to graduate based on affiliate school graduation requirements.

<b>Essential Skills Needed to Successfully Complete the CareerX Program</b>			
<b>Rating Key:</b>	<b><i>Low</i> Slightly Essential</b>	<b><i>Medium</i> Essential</b>	<b><i>High</i> Very Essential</b>

<b>Key Vocational Factors</b>		<b>Rating</b>
Visual Acuity	Ability to learn how to detect differences/details visually	<b>Medium</b>
Communication	Ability to learn how to verbally explain/express tasks/duties/work in an intelligible manner so others can understand	<b>High</b>
Written/Typed Communication	Ability to communicate in written/typed format and record information accurately	<b>Medium</b>
Mobility/Endurance	Ability to safely navigate work environments, develop a competitive work pace and demonstrate competitive-levels of work endurance	<b>High</b>
Eye-Hand Coordination and Dexterity	Ability to learn how to safely use hand and power tools to complete tasks	<b>Medium</b>
Self-advocacy	Ability to request assistance, express needs and respond to questions as needed to build independence	<b>High</b>
Employment Documentation	Ability to learn how to complete pre-employment forms and applications	
Interacting with Others	Ability to work in teams, maintain professional and appropriate workplace communication/behaviors/relationships with others and positively respond to feedback/direction	<b>High</b>
Workplace Safety	Ability to follow safety procedures (i.e. PPE/awareness of surroundings/recognize personal space), recognize potential hazards and remain in specified work areas	<b>High</b>
Self-care	Ability to demonstrate appropriate self-care and hygiene	<b>Medium</b>

<b>Worker Trait Skills</b>		<b>Rating</b>
Ability to get along with others		<b>High</b>
Ability to learn independent work skills, with fading supervision		<b>Medium</b>
Ability to complete tasks, even those of minimal interest		<b>Medium</b>
Ability to work toward accuracy, recheck and correct work to industry standards		<b>High</b>
Ability to learn how to follow:		
Multi step oral instructions		<b>High</b>

Written instructions/technical vocabulary	<b>Low</b>
Diagram instructions	<b>Low</b>
Visual models or demonstrated instructions	<b>Medium</b>
Ability to safely use hand and power tools	<b>Medium</b>
Ability to use numerical data (count, measure, compute, etc.) in applied setting	<b>Low</b>
Ability to discriminate between objects of similar:	
Size	<b>Medium</b>
Shape	<b>Low</b>
Color	<b>Low</b>
Spatial Relationship	<b>Low</b>
Dexterity-Fine and gross finger/motor	<b>Medium</b>
Ability to organize work process/follow defined procedures	<b>High</b>
Able to sequence events or follow a sequence as necessary	<b>High</b>
Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	<b>High</b>
Ability to learn how to self-monitor in school and community settings (safety)	<b>High</b>
Ability to develop problem-solving skills	<b>Medium</b>
Must have a desire to work	<b>High</b>

<b>Math and Computational Skills</b>	
Whole numbers, fractions, decimals	Measurement (temperature, volume, weights)
Basic mathematical operations/functions	Measurement to 1/16 inch
Time (elapsed time, use of analog/digital clock)	Financial Literacy (budgeting, making change, coin/paper money identification)

### **Additional Abilities/Skills Required in CareerX**

<b>Manual Dexterity</b>	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
<b>Information Ordering</b>	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
<b>Oral Comprehension</b>	The ability to listen to and understand information and ideas presented through spoken words and sentences.
<b>Spatial Orientation</b>	The ability to know your location in relation to the environment or to know where other objects are in relation to you.
<b>Problem Solving</b>	Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

### **Knowledge Required in CareerX**

<b>Customer and Personal Service</b>	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
<b>Clerical</b>	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, recording information, designing forms and other office procedures and terminology
<b>Mechanical</b>	Knowledge of machines and tools, including their designs, uses, repair, maintenance and safety
<b>English Language</b>	Knowledge of the basic structure and content of the English language including the meaning of words, general rules of composition and grammar in relationship to employment

### **CareerX Activities**

Community Based Instruction	Preparing a Resume
Customer Service	Practical Assessment Exploration System
Appropriate Workplace Behavior	Career Exploration
Independent Living Skills	Creating and Maintaining a Budget
Organizational Skills	Time Management Skills
Self-Advocacy	Health and Wellness
CPR/First Aid Training	Employability Skills
Cooperative Learning	Workplace Communication Skills

### **Technology**

Microsoft Office Suite	Internet Use and Safety
Ohio Means Jobs	Online Employment Postings
Mobile Applications	E-Commerce

### **Available Certifications**

Public School Works Safety Training	CPR/First Aid Certification (1 Point)
-------------------------------------	---------------------------------------

### **Career Pathways**

Project SEARCH	Employment
Great Oaks Career Technical Program	College