



Chris Kendall, Director  
 2000 W. Pioneer Parkway, Suite 19C  
 Peoria, IL 61615  
 (309) 693-7373

# APPLICATION – PART I

## P.E.R.F.E.C.T. Regional Manufacturing Internship Work-Based Learning Program

**Deadline: March 1, 2025**

Return this application to: P.E.R.F.E.C.T., 2000 W. Pioneer Parkway, Suite 19C, Peoria, IL 61615

*Complete applications **must** include: **student survey, 3 faculty/counselor recommendations, a completed disciplinary/attendance form, and current high school transcript**.*

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

Current Grade Level:  Junior

Gender:  Male  Female

Phone #: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Home Address: \_\_\_\_\_ City, ZIP: \_\_\_\_\_

High School: \_\_\_\_\_ School Phone #: \_\_\_\_\_

School Address: \_\_\_\_\_ City, ZIP: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Counselor Email: \_\_\_\_\_

**The student interest survey, 3 faculty/counselor recommendations, completed disciplinary/attendance form, and a current high school transcript are required.**

**One Semester (fall only) Program Schedule: Monday - Friday, 12:30 - 2:30 p.m.**

	Name	Home Ph.	Work Ph.	Cell Ph.	Email Address
Mother / Guardian					
Father / Guardian					
Emergency Contact					

**Required Signatures:**

Student signature indicates that he/she understands the transportation and academic requirements for the off-campus program which he/she is applying. Parent/Guardian signature indicates that they believe that their son/daughter has the maturity and ability to be successful in the program, approves of this application, ensures student will be provided suitable transportation, and gives the school permission to release all necessary school records.

Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# P.E.R.F.E.C.T. Regional Manufacturing Internship Work-Based Learning Program Application

## PART 2: Student Interest Survey

(Required)

Please review the following manufacturing processes.

Circle the number that best fits your interest level by using the rating scale provided.

<b>SCALE</b>
1 - Extremely interested
2 - Somewhat interested
3 - Neutral
4 - Not interested
5 - Not at all interested

### Steelmaking

1      2      3      4      5

Steelmaking is the process of transforming raw materials into steel rod billets through the use of an electric arc furnace.

### Processing

1      2      3      4      5

Processing involves cleaning the wire to remove the oxide layer caused by high heat. The wire is then drawn, or pulled, to reduce to desired thickness and zinc coated for protection.

### Finishing

1      2      3      4      5

Finishing is the process of utilizing various machines to turn processed wire into final product, such as fence or barbed wire, that will be shipped directly to the customers.

### CNC Programming/Machining

1      2      3      4      5

Computerized Numerical Control is a computerized manufacturing process in which pre-programmed software and code controls the movement of production equipment.

### Tube Fabrication

1      2      3      4      5

Tube fabrication is also know as pipe fabrication, and involves utilizing different techniques to bend, shape, enlarge, and cut down tubes into an assortment of products and assemblies.

### Sheet Metal Fabrication

1      2      3      4      5

Sheet metal fabrication is the fundamental process of taking a plain sheet of metal and forming it into the shape required for a part or component part of a larger manufactured good.

### Laser Cutting

1      2      3      4      5

Laser cutting is a process that aims a high-power laser through optics to cut materials for industrial manufacturing applications. This type of manufacturing is classified as a sheet metal cutting process since it is often used to cut this form of metal.

### Welding

1      2      3      4      5

Welding is essentially the joining of two objects together using heat and a filler material. The filler is heated to the point where it melts and is able to pool between the two objects. This results in a strong joint (also known as a weld).

# CONFIDENTIAL FACULTY/COUNSELOR RECOMMENDATION SHEET

**Note to Student:** You must provide three Faculty/Counselor Recommendation Sheets to complete this application.

To \_\_\_\_\_ Date \_\_\_\_\_  
*Faculty Member*

\_\_\_\_\_ has expressed an interest in the Manufacturing Internship  
*Student Name* *Program Name*

program and has listed your name as a person who is familiar with her/his personality and possible future success in this Regional Career and Technical Education and Work-Based Learning program.

Your cooperation is greatly appreciated.

<b>Rating Scale</b> (Rating Scale: 5=Excellent 4=Good 3=Average 2=Fair 1=Poor)	1	2	3	4	5
<b>Professionalism</b> - This student will represent your school at an off-campus site if the student is selected for the program. Can this student be trusted to dress appropriately for the training? For example: Will the student wear safety equipment like safety glasses/boots? Can this student wear "business casual" to the workplace if that is a requirement?					
<b>Attitude</b> - Does this student contribute to your class in positive ways? Does this student help others? Does this student exhibit leadership skills?					
<b>Cooperation</b> - Does this student work with others in a "team" setting? Does this student take part in group work or does this student sit back and let others in the group do the assignment?					
<b>Courtesy</b> - Does this student treat you with respect? Does this student respect the feelings of his/her fellow students? Can this student be trusted to learn and work in a culturally diverse environment and not embarrass your school?					
<b>Dependability</b> - Does this student hand in assignments on time? Are they done completely and thoroughly?					
<b>Initiative</b> - Does this student ever do extra credit work or independent study work? Does this student ever "go beyond" the bare minimums of assigned work?					
<b>Promptness &amp; Attendance</b> - Is this student usually on time for your class? Does this student miss more than a few days for real illness? <u>You</u> are the best judge of this student's ability to be on time and ready to work. How does this student "measure up"?					
<b>Reliability</b> - If you gave this student a project or assignment to do, could you count on this student to have it completed by the date assigned? Does this student follow directions and complete assignments with a degree of pride in his/her work?					
<b>Citizenship</b> - Will this student be a positive ambassador for your school in the Peoria area business or higher education community? Is this student a "good citizen" who shows some leadership in your own school?					

**COMMENTS:** (Please provide a written statement about this student.)

Faculty Member's Signature \_\_\_\_\_

Title/Subject Taught \_\_\_\_\_

PLEASE RETURN TO \_\_\_\_\_ BY \_\_\_\_\_

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# DISCIPLINARY/ATTENDANCE FORM

This form is to be completed by a school official such as the dean of students, counselor, or principal. School may substitute local form if it includes required information.

Student's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

➤ Please indicate the number of days absent and tardy, per semester, recorded for student during the current school year.

**1<sup>st</sup> Semester:**

Days  
Excused

Days  
Unexcused

Tardies

**2<sup>nd</sup> Semester:**

Days  
Excused

Days  
Unexcused

Tardies

➤ Please indicate whether student has any major disciplinary infractions on file. (i.e. suspension and/or expulsion.)

No major  
disciplinary actions

One or more major  
disciplinary actions

➤ Please attach the following documents:

**Detailed attendance report**

**Current high school transcript**

**This form was completed by:**

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

Title: \_\_\_\_\_

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

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

\_\_\_\_\_  
*HS Official's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Position*