

## APPLICATION

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

**Deadline: March 1, 2026**

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

Complete applications **must** include: **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: \_\_\_\_\_

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

**Fall Semester Program Schedule: Monday - Friday, 12:30 - 2:30 p.m.**  
(Continuing into spring semester may be offered)

	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: \_\_\_\_\_

# 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 \_\_\_\_\_ Mechanics WBL  
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 \_\_\_\_\_

**CONFIDENTIAL**

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

\_\_\_\_\_ has expressed an interest in the \_\_\_\_\_ Mechanics WBL

*Student Name* *Program Name*

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

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

\_\_\_\_\_ has expressed an interest in the \_\_\_\_\_  
*Student Name* *Mechanics WBL*  
*Program Name*

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

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

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

## 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