



**Herkimer Region
College & Career
Scholarship Foundation**

352 Gros Boulevard, Herkimer, New York 13350
Phone (315) 867-2000
Fax (315) 867-2024

FOR OFFICE USE ONLY:

ID# _____

Award Amount \$ _____

TO THE APPLICANT OF THE CAREER AWARD:

The Herkimer Region College & Career Scholarship Foundation provides financial assistance to help students offset the cost of entering employment directly upon the completion of training in their chosen field. By completing the information required in this application, you will enable us to determine your eligibility consistent with our evaluation criteria.

You must complete your sections of this application at your earliest convenience and forward it to the two individuals you have selected to complete the applicant appraisals (Page 5 & 6). You are encouraged to select a school counselor, teacher, coach or employer.

If any questions are not applicable to your current situation, please attach an explanatory note referring to the questions by section. If more space is required for information on any items, you may attach additional information. Please indicate appropriate sections.

You are responsible for seeing that all supporting documents are submitted. Herkimer Region College & Career Scholarship Foundation reserves the right to process only applications found to be complete as of the application postmark deadline.

RETURN TO YOUR HOME SCHOOL COUNSELOR BY

March 1, 2024

Please Print or Type

APPLICANT DATA

Mr. ☐

Ms. ☐ Name (Last) (First) (Middle Initial)

Permanent Address (Street) (City) (State) (Zip)

Date of Birth (month, day, year) ()
Telephone Number

E-mail Address

Name of parent/guardian

PERSONAL

Permanent mailing address of parent/
guardian if different from applicant _____ (Street) (City) (State) (Zip)

()
Telephone Number

Application Checklist

This application for student aid becomes complete and valid only when you have returned the following materials. Please check off the items that have been completed.

☐ Applicant Data

☐ Two Applicant Appraisals *[74 points each]*

Personal Data:

☐ School Data

☐ Work Experience *[20 points]*

☐ School & Community Involvement *[30 points]*

☐ Transcript Information *[one point per credit]*

☐ Aspirations & Goals *[20 points]*

☐ Unusual Circumstances/Personal Hardships *[10 points]*

In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. Falsification of information may result in termination of any scholarship or career award granted.

Applicant's Signature

Date

PERSONAL DATA

Total of 80 points

Work Experience: Describe your work experience during the past four years. [20 points]

Indicate **dates** of employment in each job and approximate number of **hours** worked each week.

Employer/Position/Duties	Date From (mo/yr)	Date To (mo/yr)	Hours Per Week

School & Community Involvement: [30 points] List all school activities in which you have participated during the past four years (e.g., student government, music, sports, etc.). List all community activities in which you have participated without pay **during the past 4 years** (e.g. Red Cross, church work, volunteer work). Indicate special awards/honors.

Activity	Number of Years Participated	Special Awards/Honors	Activity	Number of Years Participated	Special Awards/Honors

Aspirations & Goals: [20 points] Describe your future plans step by step as they relate to your education and career goals.

Personal Hardships: [10 points] Please report any personal hardships, family or personal circumstances you feel warrant consideration.

SCHOOL DATA

High School Attended _____

Graduation Date: _____

Month/year

Address _____

() _____

(Street)

(City)

(State)

(Zip)

Telephone Number

High School Principal _____

Type of employment for which applicant's financial assistance is requested:

If you have secured employment, please complete the following:

Address _____

(Street)

(City)

(State)

(Zip)

Anticipated start of employment:

_____ month/year

Employment Plans

- ☐ Less than half-time
- ☐ Half-time
- ☐ Full-time

TRANSCRIPT INFORMATION: [1 point per credit] Must be completed by Home School Counselor (Required)

Please list all technical education related courses and credits that will be received by the end of the senior year on the chart below and attach a copy of the high school transcript.

Tech. Education/Vocational Course/s	Credit		Career Cluster related to employment	<input checked="" type="checkbox"/>
			Agriculture, Food and Natural Resources	
			Architecture and Construction	
			Arts, Audio/Visual Technology and Communications	
			Business Management and Administration	
			Education and Training	
			Finance	
			Government and Public Administration	
			Health Science	
			Hospitality and Tourism	
			Human Services	
			Information Technology	
			Law, Public Safety, Corrections and Security	
			Marketing	
			Manufacturing	
Technical Education Concentration			Science, Technology Engineering and Math	
Total			Transportation, Distribution and Logistics	

Counselor's Signature: _____

Date: _____

Applicant's Name:_____

Include appraisal #1 in a sealed envelope.

The appraiser is asked to sign their name on the seal of the envelope and attach it to the application.

TECHNICAL EDUCATION INSTRUCTOR APPRAISAL #1

[74 points]

This applicant appraisal form must be completed by student's Technical Education instructor.

REQUIRED – IF NOT COMPLETED APPLICATION WILL NOT BE CONSIDERED

Please do not use applicant's name in appraisal.

You have been asked to provide information in support of this application for financial assistance. Please give immediate and serious attention to the following statements. When complete, please return this form to the applicant, or photocopy this section and return to applicant in a sealed envelope.

The applicant's choice of employment is:	<input type="checkbox"/> Extremely appropriate	<input type="checkbox"/> Very appropriate	<input type="checkbox"/> Moderately appropriate	<input type="checkbox"/> Inappropriate
The applicant's achievements reflect his/her ability:	<input type="checkbox"/> Extremely well	<input type="checkbox"/> Very well	<input type="checkbox"/> Moderately well	<input type="checkbox"/> Not well
The applicant's ability to set realistic and attainable goals is:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
The quality of the applicant's commitment to school and community is:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
The applicant is able to seek, find and use learning resources:	<input type="checkbox"/> Extremely well	<input type="checkbox"/> Very well	<input type="checkbox"/> Moderately well	<input type="checkbox"/> Not well
The applicant demonstrates curiosity and initiative:	<input type="checkbox"/> Extremely well	<input type="checkbox"/> Very well	<input type="checkbox"/> Moderately well	<input type="checkbox"/> Not well
The applicant's respect for self and others is:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

MUST BE COMPLETED BY APPRAISER- Comments must be included to ensure applicant receives maximum number of points.

Comments (please print or type):_____

_____	()
Technical Education Instructor Signature	Telephone

Date

Course Title

Relationship to Applicant_____

How Long Have You Known Applicant? _____

Applicant's Name:_____

Include appraisal #2 in a sealed envelope.

The appraiser is asked to sign their name on the seal of the envelope and attach it to the application.

APPLICANT APPRAISAL #2

[74 points]

REQUIRED – IF NOT COMPLETED APPLICATION WILL NOT BE CONSIDERED

Please do not use applicant's name in appraisal.

To be completed by a high school or college counselor or advisor, or an instructor.

You have been asked to provide information in support of this application for financial assistance. Please give immediate and serious attention to the following statements. When complete, please return this form to the applicant, or photocopy this section and return to applicant in a sealed envelope.

The applicant's choice of employment is:	<input type="checkbox"/> Extremely appropriate	<input type="checkbox"/> Very appropriate	<input type="checkbox"/> Moderately appropriate	<input type="checkbox"/> Inappropriate
The applicant's achievements reflect his/her ability:	<input type="checkbox"/> Extremely well	<input type="checkbox"/> Very well	<input type="checkbox"/> Moderately well	<input type="checkbox"/> Not well
The applicant's ability to set realistic and attainable goals is:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
The quality of the applicant's commitment to school and community is:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
The applicant is able to seek, find and use learning resources:	<input type="checkbox"/> Extremely well	<input type="checkbox"/> Very well	<input type="checkbox"/> Moderately well	<input type="checkbox"/> Not well
The applicant demonstrates curiosity and initiative:	<input type="checkbox"/> Extremely well	<input type="checkbox"/> Very well	<input type="checkbox"/> Moderately well	<input type="checkbox"/> Not well
The applicant's respect for self and others is:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

MUST BE COMPLETED BY APPRAISER- Comments must be included to ensure applicant receives maximum number of points.

Comments [please print or type]:_____
