

# ROCHESTER CITY SCHOOL DISTRICT

## CAREER PATHWAYS TO PUBLIC SAFETY PROGRAM

# APPLICATION PACKET



# **CHECKLIST OF COMPLETED APPLICATION**

- ✓ Student Information Form
- ✓ Resume
- ✓ Career Interest Statement
- ✓ Two Recommendations: one in school, plus one outside of school

# **CAREER PATHWAYS TO PUBLIC SAFETY PROGRAM**

## **Mission Statement**

The Career Pathways to Public Safety program is a growing network of interrelated partnerships that strive to meet the needs of the community by providing youth residing in the City of Rochester with both secondary and post-secondary opportunities to prepare them for a career in Public Safety. The program also provides resources to ensure student success such as graduation from high school, college credit towards the pursuit of a post-secondary degree, work-based learning experiences, industry-based certifications and potential employment opportunities: all these prepare youth to become productive citizens of the City of Rochester.

## **Vision Statement**

The Career Pathways to Public Safety program provides youth residing in the City of Rochester with a comprehensive, two year career plan in their chosen pathway of Public Safety. The program is interlaced with stepping stones of achievement opportunities that motivate students to maintain the focus and discipline required to endure throughout the awareness and development stages. The program prepares youth with the knowledge, skills and abilities needed to meet the high demand for diverse and local residency candidates in Public Safety: Police, Security and Corrections, Firefighting Technology, Emergency Communication and Medical Services.

## **Program Design**

Eleventh and twelfth grade students from various high schools throughout the city of Rochester travel to the Rochester Educational Opportunity Center (REOC) to participate in the Career Pathways to Public Safety Program. Eleventh grade students are enrolled in a 32-week Career Awareness class that provides students the opportunity to explore various fields of public safety. Twelfth grade students are enrolled in the pathway of their choice in a Career Development class that provides students the opportunity to learn the fundamentals of their chosen career pathway (Criminal Justice, Firefighting, Emergency Communication, and Emergency Medical). Curriculum is co-developed and co-delivered by certified industry experts and Rochester City School District professionals with backgrounds and years of experience in the field of public safety.

## **Program Offerings**

### **High School Credits**

Students who successfully complete the Program earn 2.0 high school elective credits for each year in the program.

### **Physical Fitness Preparation**

Students in the Pathways to Public Safety program participate in a physical fitness training program at the Metro YMCA that aligns to the standards set forth by the City of Rochester uniformed divisions. Students receive .5 physical education credit each year they are in the program.

### **Program Certifications**

Criminal Justice Pathway: NYS Security Guard Certification  
Firefighting & Protection Pathway: Community Emergency Response Team Certification  
Emergency Communication Pathway: Association of Public Communication Officials Certification  
Emergency Medical Service Pathway: Certified First Responder & CPR

### **Post-Secondary Education Opportunities**

MCC Dual Enrollment: FPT 101, Fire Protection Technology & CRJ 101, Criminal Justice  
Consumer Credit Counseling Agency: Financial Management and Credit Workshop  
Rochester Education Opportunity Center: Emergency Medical Technician Course

### **Civil Service Test Taking Preparation**

The Pathways to Public Safety program, in collaboration with these City of Rochester departments; Human Resource Management, Examination Administration, and the Training and Safety, prepares students to take the Civil Service Test through two workshops that focus on Civil Service test taking strategies.

### **Internship and Trainee Opportunities**

Students in the Public Safety program have access to Internships and Trainee opportunities with Rochester Fire Department, Monroe County Sheriff's Department, City of Rochester Summer of Opportunity Program and City Security of Rochester.

### **Common Core Alignment**

The Career Pathways to Public Safety program strengthens connections between Career & Technical Education (CTE), core curriculum and student achievement. Academic integration in technical programs not only enables students to earn graduation credit, but also prepares students for success in postsecondary education and/or the competitive job market.

## **Eligibility**

Every student interested in applying for the program must:

- Achieve grade level status of a 11<sup>th</sup> or 12<sup>th</sup> by September of current year
- Be on track for a Regents or Local diploma
- Have a record of good citizenship
- Attend the mandatory meeting and program orientation in August
- Complete the program application and participate in program interview

If you meet the above requirements and you have an interest in participating in the Career Pathways to Public Safety Program, complete the packet and return to your counselor by May 6th, 2016. Application can be found on-line at [www.rcsdk12.org](http://www.rcsdk12.org) and by typing Career Pathways to Public Safety Program in the search box. For any further questions please contact Robert Poles Jr, Coordinator at (585) 481-7012 or (585) 232-2730 x 441.



## STUDENT INFORMATION FORM (PLEASE PRINT)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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

Sex: M F (Please circle) Date of Birth: \_\_\_\_\_

Do you currently have a NYS driver's license? Yes No (Please circle)

Parent/Guardian Name:  
\_\_\_\_\_  
(PLEASE PRINT)

Parent/Guardian Address:  
\_\_\_\_\_

Parent/Guardian Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

School You Currently Attend: \_\_\_\_\_

Grade in Upcoming Fall: 11 12 (Please circle)

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNSELOR SIGNATURE WILL BE USED AS VERIFICATION THAT STUDENT IS  
CONSIDERED TO BE "ON TRACK TO GRADUATE" FOR PARTICIPATION IN  
PROGRAM FOR THE UPCOMING SCHOOL YEAR.**

## HELPFUL HINTS IN WRITING YOUR STUDENT RESUME

---

Regardless of the format/layout you use for your resume, your resume should meet the following standards when it is completed.

- Write on 8.5 x 11 standard size paper
- Use an attractive design and layout; balance of blank space and text
- Place your name, address and phone number at top of resume (include area code in telephone number)
- Abbreviations should not be used for state, street address, other, etc.
- An Objective or Career Objective is required
- Education should be listed before work experience
- Proof, proof, proof for perfect spelling, punctuation and grammar
- Perfect reproduction; no strikeovers, typos, or erasures
- Use of positive action verbs
- Use of present tense for current activities; past tense for previous experience
- The words "I" or "My" should not be used
- Communicate achievements and professionalism
- Project enthusiasm and professionalism
- Exclude personal information (age, height, weight, etc.) which might invite discrimination
- Resume should be on only one page, unless you have extensive experience - then two pages may be used

**STUDENT RESUME & REFERENCES**  
**ROUGH DRAFT**

**HEADING:**

NAME: \_\_\_\_\_

HOME ADDRESS:

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**CAREER OBJECTIVE:** THIS SECTION CAN BE WRITTEN IN GENERAL TERMS TO HAND/SEND OUT TO MANY DIFFERENT EMPLOYERS OR WRITTEN SPECIFICALLY TO COMPLY WITH A PARTICULAR JOB YOU ARE INTERESTED IN. WRITING TWO RESUMES WITH DIFFERENT OBJECTIVES CAN BE HELPFUL, TOO.

\_\_\_\_\_

**EDUCATION:**

DATE(S) ATTENDED: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

ADDRESS OF SCHOOL: \_\_\_\_\_

COURSES TAKEN: \_\_\_\_\_

**WORK EXPERIENCE:** LIST MOST RECENT EXPERIENCE FIRST

DATE(S) OF EMPLOYMENT: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_

RESPONSIBILITIES/DUTIES: \_\_\_\_\_

CON'T: \_\_\_\_\_

REPEAT ABOVE SECTION AS NECESSARY

**VOLUNTEER EXPERIENCE:** LIST MOST RECENT EXPERIENCE FIRST

DATE(S) OF VOLUNTEER WORK: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RESPONSIBILITIES/DUTIES: \_\_\_\_\_

**ACTIVITIES AND ACCOMPLISHMENTS:**

LIST LEADERSHIP ROLES, COMMUNITY ORGANIZATION INVOLVEMENT, AWARDS, SPORTS OR SPECIAL SKILLS THAT RELATE TO YOUR JOB OBJECTIVE:

**SKILLS:**

LIST ANY COMPUTER, COMMUNICATION AND/OR PERSONAL SKILLS YOU HAVE ACQUIRED (FOR EXAMPLE, INTERNET SKILLS, MICROSOFT WORD, MICROSOFT EXCEL, YOUR SPEED OF TYPING WORDS).

# Statement of Career/Interest



The Statement of Career Interest should be a well-written explanation of why you want to be part of this program and what this opportunity means to you as you prepare for the future.

## Writing tips for your Statement of Career Interest

As you develop your own written statement of career interest, keep the following things in mind:

- Begin with a paragraph about where you are now in terms of school, work experience, grades and honors.
- Explain your current career goals. Be specific and give as much detail as possible about your career goals, courses you have studied, and experiences that have helped shape those goals.
- Although this may be your first opportunity to work in a job that is associated with your career goal, you may have personal experience that has helped you make a decision regarding the career path you want to follow. Give as much detail as you can so that the reader understands you are serious about pursuing the career of your choice.
- Close your essay by stating why you are interested in this opportunity and what you think this will mean to you in terms of your education and personal goals.

Your written statement of career interest must meet these requirements:

- Minimum of 1 page, maximum of 3 pages
- Word processed or typed using a 12-point font, double spaced with 1 or 1.5 inch margins
- Single sided on 8.5 by 11 inch paper

Be sure to run spell check on all of your writing and, whenever possible, have someone proofread your work.



**SAMPLE STATEMENT OF CAREER INTEREST IN HEALTH FIELD**  
**DO NOT COPY THIS SAMPLE – IT IS FOR REFERENCE ONLY**

Statement of Career Interest  
By Kelly Jones  
Franklin High School  
February 2, 1995

I am now in my second year in the Bioscience and Health Careers Academy. I have had very good attendance and I have been able to keep a 2.5 grade point average for grades 9 and 10. I even made the honor roll for the first marking period this year.

I decided to enroll in the Bioscience and Health Careers Academy because I knew that I wanted to choose a career that was somehow connected to working in a hospital. I know that I want to be a worker who is able to help care for people who need medical attention.

Last year, Mr. Costanza took us on trips to Rochester General Hospital. The area I liked the best was occupational therapy. During our visit we were able to see and try equipment that was used to help people get back their strength after an accident, illness or surgery. We all left the lab with a cast model that was used for a finger injury.

After this experience, I have thought that occupational or physical therapy would interest me for a career. After this trip I also then remembered that my uncle has needed to go to an occupational therapist for an injury on his job. My uncle told me that he never would have been able to get back to work so quickly if he had not been in therapy.

I know I like the work that occupational and physical therapists do. Right now I do not think I have had enough experience to make a definite career decision. When I looked at the work blocks offered in this program, I saw that occupational and physical therapy were included. I am a student who likes to do, rather than hear someone talk about facts and information. I feel I will learn better by doing.

I am excited to think that my classroom would change to be a whole hospital, instead of school. In order for me to learn, I need teachers who take a lot of interest in helping me. This program offers both a mentor and a coach at the hospital, plus the Bioscience teachers at school.

I know it will be very hard to make a definite career choice, but I feel that by the time I reach the last semester of my senior year, this program will have prepared me for this choice.

I understand that this Youth Apprenticeship Program will be very hard. I know I can do the work. I think this program will help me become more responsible. It will teach me how to be a good worker and what I need to do to be successful in the health field.

Career Pathways to Public Safety Program  
Teacher Recommendation Form

Note to Applicant: Please complete the top section of this form. (Please Print)

Name of Applicant: \_\_\_\_\_

School: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of teacher completing recommendation: \_\_\_\_\_

The student whose name appears above is applying for the Career Pathways to Public Safety Program for the RCSD. Your candid assessment of the above applicant will assist the selection committee in its evaluation. We are aware that we are asking for time and effort on your part in completing this form, therefore, we have tried to make it as simple as possible. We want to assure you that your assistance in giving us this appraisal is extremely helpful to us and greatly appreciated.

How long have you known the applicant and in what capacity?

What do you consider to be the applicant's strengths or talents?

What do you consider to be the applicant's weaknesses?

Does the applicant demonstrate initiative?

What do you see as their potential both in a cooperative/work setting?

How would this student fare in a potentially high pressure work environment?

Signature of person completing recommendation: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this to the student's School Counselor or scan it to [robert.poles@rcsdk12.org](mailto:robert.poles@rcsdk12.org) as soon as possible.

**Career Pathways to Public Safety Program**  
Recommendation Form (from adult outside of school)

Note to Applicant: Please complete the top section of this form. (Please Print)

Name of Applicant: \_\_\_\_\_

School: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Name of person completing recommendation: \_\_\_\_\_

The student whose name appears above is applying for the Career Pathways to Public Safety Program for the RCSD. Your candid assessment of the above applicant will assist the selection committee in its evaluation. We are aware that we are asking for time and effort on your part in completing this form, therefore, we have tried to make it as simple as possible. We want to assure you that your assistance in giving us this appraisal is extremely helpful to us and greatly appreciated.

How long have you known the applicant and in what capacity?

What do you consider to be the applicant's strengths or talents?

What do you consider to be the applicant's weaknesses?

Does the applicant demonstrate initiative?

What do you see as their potential both in a cooperative/work setting?

How would this student fare in a potentially high pressure work environment?

Signature of person completing recommendation: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this to the student or email it to Robert Poles Jr. Program Coordinator at [robert.poles@rcsdk12.org](mailto:robert.poles@rcsdk12.org), as soon as possible. Thank you.

Career Pathways to Public Safety Program

**CAREER PATHWAYS TO PUBLIC SAFETY PROGRAM**

**Suggested Interview Questions**  
**(Do not submit with application)**

What are your career goals and how do you plan to achieve them?

What are your educational goals?

Tell us about yourself (personality, hobbies and volunteerism).

What are your strengths in the classroom?

What are your weaknesses and what strategies have you put in place to improve?

What is the hardest decision that you ever had to make?

## Career Pathways to Public Safety Program

### **Interview Questions (con't)**

Describe your work ethic.

Describe a situation in which you were required to work as a team player.

How do you feel about taking instructions from others?

Describe a time when you used your problem solving skills.

What do you consider to be your greatest accomplishment to date?

What are your thoughts on being physically fit?

List two reasons why you think you should be chosen for this program.

## Career Pathways to Public Safety Program

### **NOTICE OF NON-DISCRIMINATION**

The Rochester City School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York state and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District's non-discrimination policies should be directed to:

Chief, Human Capital Initiatives, Civil Rights Compliance Officer  
131 West Broad Street  
Rochester, New York 14614  
(585) 262-8689

E-mail: [CivilRightsCompliance@rcsdk12.org](mailto:CivilRightsCompliance@rcsdk12.org)