



SCHOOL COUNTS

Employability Certificate

Investing in the Future:

Bridging Student Education & Workforce Development

Character Attendance Academics Basic Workplace Skills



Table of Contents

Letter to Students.....	3
Introduction	4
What Is An Employability Certificate?	4
Who Is Eligible?	4
Requirements for Earning a Certificate	5
A Student Asks, "How Will It Benefit Me?"	5
What Does The Certificate Mean to Businesses?.....	5
How Do I Apply?	6
Application and Documentation	
Educator Evaluation Form Addendum	
Employability Certificate	

Dear Hatboro-Horsham High School Student,

As a young person, you are no doubt concerned about the job market that awaits you upon your graduation. What skills are employers looking for in a job candidate? How should you present yourself on your resume and in your interview? How can your high school employment experiences help you with your post-secondary planning and career search?

A positive job experience during high school can prove to be valuable in your search for employment in your future. An excellent recommendation from a previous employer can be your advantage over the competition in getting hired. A recommendation proclaims that you are responsible, dependable and trustworthy... traits that every employer expects from those he/she hires. The Employability Certificate shows that you have met specific school and workplace standards and will be a responsible, productive employee. By working hard in school and proving your dependability, the advantage can be yours.

- *Hatboro-Horsham School District*
- *The Greater Horsham Chamber of Commerce*
- *The Greater Hatboro Chamber of Commerce*

Introduction

This packet is your roadmap for earning an Employability Certificate. The Hatboro-Horsham School District, in conjunction with area businesses, has developed this certificate and its application process to help you compete effectively for employment, community service and volunteer opportunities in and near Hatboro and Horsham. It is our hope that in working to earn an Employability Certificate, you will begin to realize the importance of dependability, responsibility and trust—the non-tangible but critical skills necessary in today’s world of work.

What Is An Employability Certificate?

It is a document that certifies you have met specific academic and workplace standards. The criteria have been developed jointly by Hatboro-Horsham School District and the local business community, and are recognized throughout our region.

Who Is Eligible to Apply for the Certificate?

All students in grades 9 through 12 may apply for an Employability Certificate. Applications are available in the Student Success Center.

Requirements for Earning a Certificate

Character	Attendance	Academic Achievement	Educator Evaluation Forms
<ul style="list-style-type: none">• You are responsible• You are self-disciplined• You respect yourself and others	You have demonstrated responsible attendance: a maximum of 5 nonconsecutive days absent during the school year. Extended absences will be excused by a doctor's note.	You maintain "C" or higher GPA. <ul style="list-style-type: none">• "C" = 70% minimum	You must obtain two favorable evaluation forms completed by educators.

A Student Asks, "How Will It Benefit Me?"

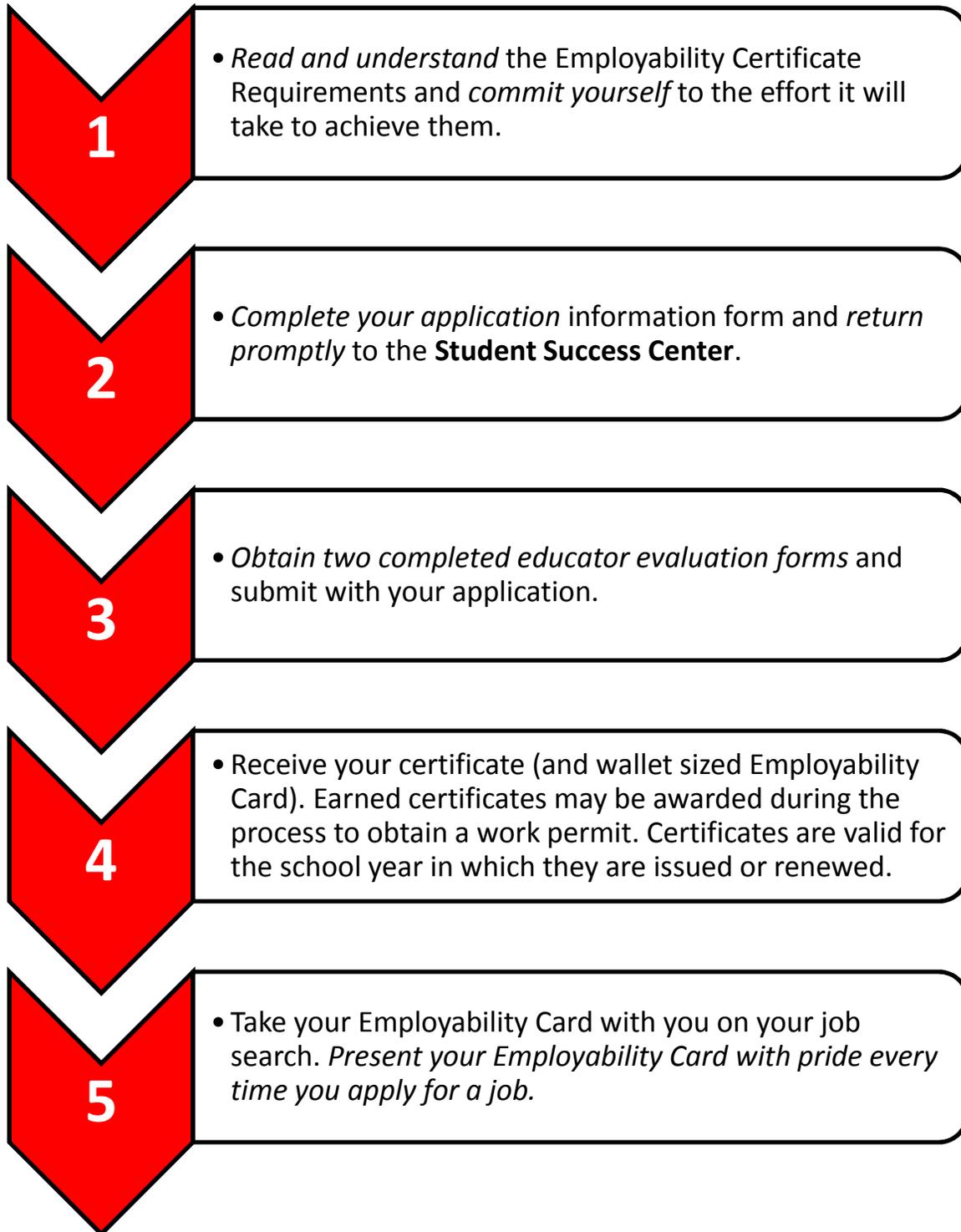
When you qualify for an Employability Certificate:

- You will be considered for an interview as a result of earning the Certificate, meeting important criteria;
- You will be considered as having additional skills by local employers during the job application process;
- You will develop stronger critical workplace skills while in school and on the job;
- You will be better prepared to market yourself in the future, during postsecondary education & training, and in the workforce; and
- You will have a better understanding of what employers expect and why they expect it.

What Does The Certificate Mean to Business?

For the employer, the Employability Certificate declares you have received an initial screening by Hatboro-Horsham High School and should be considered for an interview. This also indicates you would make a promising employee who is reliable, dependable and capable of being an effective team player.

How Do I Apply?



To be completed by the student applicant:

Application for Employability Certificate		
<i>Please print clearly.</i>		
		<i>Date:</i>
<i>First Name</i>	<i>Last Name</i>	<i>Middle Initial</i>
		<i>Year of expected Graduation:</i>
<i>Home Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Phone Number</i>		<i>Cell Phone/Alternate Number</i>
<i>Email Address</i>		

My Personal Mission Statement: (A personal mission statement is like a personal credo or motto that states what your life is about. It's the blueprint you follow.)



To be completed by school district personnel:

Checklist for Academic, Attendance and Character	
<i>Please print clearly.</i>	
The requirements for earning an Employability Certificate have been satisfied as indicated by the initials of the appropriate school district personnel. The period of evaluation will be one year prior to the date of application.	
Name	Date
	<i>Criteria</i>
	<i>Signature and Comments</i>
	Character Student demonstrates responsible behavior, is self-disciplined, and shows respect for self and others.
	House Principal or Management Assistant
	Attendance Student attends school: <ul style="list-style-type: none"> • No more than 5 nonconsecutive absences during the school year. • Limited number of “tardies”
	Mrs. Lichtner or Mrs. Harris signature
	Academic Performance Named student maintains a C Grade Point Average. Equal to or greater than 70%
	Attach PowerSchool printout (for current academic year)
	Educator Evaluation Forms Named student has obtained two favorable evaluation forms completed by educators.
	Attach evaluation forms.

**Educators can provide additional information based on individual student circumstances on addendum.*

To be completed by a teacher:

Educator Evaluation Form

Please Print Clearly.

Hatboro-Horsham School District and businesses, in cooperation with the Greater Horsham Chamber of Commerce and the Hatboro Chamber of Commerce, have designed the Employability Certificate to recommend students for employment. By presenting the Employability Certificate to a prospective employer, the student demonstrates that he/she has met specific academic, attendance and attitude criteria as well as acceptable thinking and work skills to become a valued employee of the business.

Date

Student Name

Please indicate your recommendation of the student by completing the following form.

Criteria	+	-
Attitude: The student demonstrates a positive outlook, eagerness to learn, perseverance and integrity in interacting with others.		
Respect: The student shows compassion and respect for others, follows rules set by those in authority, resolves conflicts peacefully and accepts differences.		
Responsibility: The student is trustworthy, thinks before taking action and demonstrates behavior that does not negatively affect others or the environment.		
Basic Workplace Skills: The student interprets written information, communicates in writing, performs basic business calculations and organizes ideas and conveys them effectively in oral communications.		
Thinking Skills: The student demonstrates decision-making skills, problem-solving skills and effective reasoning skills.		

Optional comment:

Educator Signature

Date

Educator Name (Please Print)

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Educator Evaluation Form

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Thinking Skills: The student demonstrates decision-making skills, problem-solving skills and effective reasoning skills.		

Optional comment:

Educator Signature

Date

Educator Name (Please Print)

Optional: To be completed by school district personnel or community member.

Employability Certificate Addendum <i>Please print clearly.</i>	
	<i>Date</i>
<i>Student Name</i>	
<i>Additional information regarding student qualifications, specific to Hatboro-Horsham guidelines if needed to further describe student's performance:</i>	
<i>Regarding Hatboro-Horsham's Attendance Policy</i>	
<i>Regarding Hatboro-Horsham's Academic Policy</i>	
<i>Other comments pertinent to student character and leadership qualities and/or experiences</i>	

Signature

Position

Name (please print)



SCHOOL COUNTS

Employability Certificate

Name of Student

has successfully met the criteria for character, attendance and academics as required by the Hatboro-Horsham School District, the Greater Horsham Chamber of Commerce and the Hatboro Chamber of Commerce and is highly recommended as a candidate for employment.

Criteria established by a committee of educators and business people in the Horsham and Hatboro region.

<p>CHARACTER</p> <p>Student has demonstrated responsible behavior, self-discipline, and respect for self and others</p>	<p>ATTENDANCE</p> <p>Student has demonstrated responsible attendance</p>
<p>ACADEMICS</p> <p>Student has demonstrated an established standard of academic performance</p>	<p>BASIC WORKPLACE SKILLS</p> <p>Student has demonstrated acceptable basic work and thinking skills</p>

School Official

Date

Title

