

## Dear SWAG Student,

We know Coronavirus has drastically changed your plans for the end of senior year. We're reaching out because we want you to know we get it—and we are here for you.



### In this packet, you'll find a few things to help you move forward:

- \* **Resources for getting (and keeping) the right job for you.** The included list of virtual resources covers everything from finding open jobs to completing your FAFSA. All the resources are free. You will need a reliable internet connection to access many, but many are accessible from your cell phone.
- \* **Information on opportunities that are available now.** Check out the handouts on active opportunities to learn new skills, get credentials and training, and get a job.
- \* **How to connect with us.** SWAG coaches are ready and excited to engage with you using the Remind app. In this packet, you'll find instructions for using this FREE mobile app. If you aren't sure which coach you were supposed to work with, don't worry—you can choose any coach and they will support your path. We are also in touch with your SWAG teacher and sharing information electronically with him/her, so please stay tuned for those emails.
- \* **How to create a plan.** Now more than ever, you might have a lot of ideas and concerns floating around in your head about what you can and should do next, especially when it comes to making a living. The Post-HS Plan worksheet in this packet can help you can stay on track for your long-term vision in an ever-changing world.

As you know, SWAG was created late last year to help you get ready for life after high school, whether you plan to enter the workforce full time, pursue college or training, or both. In the first half of the semester, you focused on understanding your strengths, weaknesses, and career interests and learning about in-demand careers through in-class and off-site interactions with employers. There is still a lot we can do virtually to help you prepare for work and/or school, including creating a personalized post-high-school plan, connecting you with employers, and getting you help with college applications. That's what this packet will help you do—ensure you have the right plan for you after high school.

You can find these materials and more SWAG resources online at [clevelandmetroschools.org/Page/15484](https://clevelandmetroschools.org/Page/15484)

Stay safe and healthy.

Warmly,  
The SWAG Team

## Connect with a SWAG Coach Today!

SWAG coaches are here for you. We are using the free cell phone app called Remind to stay in touch with you via text messages. Using this app, we will send you weekly messages, can answer your questions, and help you develop your plans for after high school. All you have to do is text your coach's class code to 81010. Don't worry, no one will have your personal cell phone number (it's kept hidden from your coach).

### Instructions for Accessing Remind:

1. Find your coach's Class Code on the chart below. If you don't see your coach's name, join any coach class from your school. **Text your coach's class code @\_\_\_ to 81010.**
2. You will get an immediate text back asking you to provide your first and last name.
3. Once you've entered your name, you will be asked if you are a student, teacher or parent. Text back with an S for student.
4. You will get a text asking you to provide your date of birth to make sure you're older than 13. Enter your date of birth as YYYY-DD-MM (so if your birthday is May 1, 2003, you'd enter 2003-01-05).
5. Now you're enrolled and you can start messaging with your coach. Your coach will get a notification that you have joined. Remember, your coach will NOT have access to your personal cell phone number.

SCHOOL	COACH	CLASS CODE
<b>EAST TECH</b>	Bob Mklar	@myfuture1
	Alicia Key	@aliciasswa
	Erica Bell	@e6dkde
	Jason Harris	@swageths
<b>RHODES*</b>	Helen Williams	@hwswa
	Jessica Wintropp	@7cdk988
	Lanese Sims	@9k96b9
	Maria Brathwaite	@62gb9kg
	Peter Schleckman	@swaggy3
<b>JOHN ADAMS</b>	Ida Ford	@swagfor
	Kim Thomas	@kimswag
	Mike Adams	@michaelada
<b>JOHN MARSHALL</b>	Linsey Parada	@a63396
	Annie Dreschler	@adrech
	Mary Kimble	@4a27d9
	Sonya Gant	@sgants
<b>LINCOLN-WEST</b>	Rachel Benders	@rbenders
	Cedric Gaddis	@cedricss
<b>COLLINWOOD*</b>	Adam Snyder	@e8d8d4d
	Anthony Fluellen	@87399c

\*If your coach was Will Hockney, please use code @7cdk988. If your coach was Lakeyia Bell, please use code @e8d8d4d. If your coach was Courtney Lewis or Brittany Moore, please use code @hwswa.

## SWAG Virtual Learning Resources April 2020

Need free wifi? Check out this map for public hotspots:

<https://cuyahoga.maps.arcgis.com/apps/webappviewer/index.html?id=de47f9c57f7c45349f6d97abfe06bc9e>

Below is list of many FREE resources that can help you find for a job, get a job, keep a job, continue your education, and more. We have broken them down into categories based on where you are in your planning for life after high school. We encourage you to check them out; many are easy to look at right on your phone.

### Planning Your Future – What direction do you want to go?

- Log into your CMSD Naviance account (you can use Clever to do this at <https://clever.com/in/cmsd>) to access a resume building and goal setting tool.
- As a SWAG student, you have access to Applied Educational Systems (AES), an online learning system. If you aren't sure how to log in, please email your teacher and they can get you set up. In AES, you can prepare for life after high school by doing interactive work on:
  - Professionalism
  - Business communication
  - Goal setting
  - Time management
  - Job seeking
  - Personal finance
  - And more!
- MyNextMove career planning website: <https://www.mynextmove.org/>
- Learn more about career pathways and how to move forward: <http://omj.ohio.gov/careerpathways/index.stm>

### Training and Credentialing Opportunities

- Youth Opportunities Unlimited (Y.O.U.) has training and credentialing programs in Information Technology, State Tested Nursing Assistant (STNA) Training, and Customer Care Credentialing: <https://www.youthopportunities.org/credential-training> or call 216.218.0602.
- ApprenticeOhio: <http://apprentice.ohio.gov/careerseekers/>
- Y.O.U. is offering free access for SWAG students to the online [North Star digital literacy](#) assessment and modules and the WorkKeys curriculum. For more information, complete the form here: <https://yrc.as.me/?appointmentType=13889316>. Mention you are a SWAG student

when someone reaches out to you.

- Cuyahoga Community College (TRI-C) has a number of training and credentialing programs in a wide range of industries (like health care, transportation, technology, etc). See the handouts in this package for details on available options.

### **Finding a Job:**

- The state of Ohio has a jobs site dedicated to job openings AVAILABLE RIGHT NOW related to the Corona Virus crisis – search for jobs near you at <https://jobsearch.ohio.gov/wps/portal/gov/jobsearch/>
- OhioMeansJobs Job Search: <https://jobs.ohiomeansjobs.monster.com/>

### **Getting a Job**

- Resume-builder tool: <https://jobseeker.ohiomeansjobs.monster.com/Resume/QuickResume.aspx?ResumeValue=>
- Interview preparation and practice: <https://ohiomeansjobs.biginterview.com/members/curriculum>

### **Going to College**

- College Now Greater Cleveland: <https://www.collegenowgc.org/> or call 216-241-5587

### **Managing Your Money**

- OhioMeansJobs Budget Calculators: <https://jobseeker.ohiomeansjobs.monster.com/FundIt/Home.aspx>
- Money Management Module: <https://www.learningexpresshub.com/ProductEngine/LELIndex.html#/ohio-means-jobs/resources/financial-literacy-center/personal-finance-skills-improvement/money-management>

## SWAG Post-High School Plan

Use this worksheet to think about your future after high school. SWAG is here to help you take the next step. If you return this worksheet in the pre-stamped envelope you found in your packet, we can provide your teacher and coach with personalized resources to share with you to support your path (for example, employers who are hiring in your target industry).

**Name:**

**Write down your short-term career goal.** What do you want to be doing for work in 3 years? Be as specific and realistic as you can. If you get stuck, ask your SWAG coach for help.

**List the experiences, strengths, and qualifications you have now that support your career goal.** Be specific. Think about what you have learned through school, sports, clubs, volunteer work, faith-based organizations, and other jobs you have had. For example, if you are interested in working in sports medicine, you might write down your experience as a training assistant for a sports team at your school. If you are considering a career in healthcare, list your time volunteering in a hospital. This information should go into your resume, too!

**What type of (additional) training or education do you need to meet your goal? Is a college degree required to enter the field or would a training or certificate program fit your needs?** If you aren't sure, you may need to do some online research or talk to someone who works in that industry to understand the requirements.

**If you need training or more education, how will you get it?** You may want to consider enrolling in classes at Tri-C (you may still qualify for free tuition through Say Yes to Education – contact College Now for more information at 216-241-5587). There are also apprenticeship and internship opportunities available (check out the Virtual Resource List for more). Check the steps you need to complete:

- Find a program
- Apply for the program and get accepted
- Secure funding if needed
- Decide if you need to work at the same time, and keep your current part-time job or find a new one

**Is there an entry-level job that you can pursue now that gets you closer to your long-term goal?** If so, what is it? If you aren't sure, do some research. Ask your coach. Ask your teacher. They may have some ideas.

**If you already have the skills and training you need to apply for a job, how will you find one?**

Check the websites you will use to look for jobs. Write down other places you can look, too.

- OhioMeansJobs
- Monster.com
- Indeed.com
- LinkedIn
- CareerBuilder
- 
- 
- 

**Once you find open jobs, do you have what you need to apply?** Check the items you already have on hand. Make a plan to figure out the missing pieces.

- Resume that highlights my skills and experiences in high school (make sure you proofread it for errors and ask a friend or family member to check it, too!)
- Social security number
- Email address (that won't embarrass you. Make a new one if you need to – Gmail offers free accounts). Make sure you can check the email frequently.
- Phone number that you have frequent access to (so you can check voicemails in case an employer calls you about your application)

**Who can support you in this process?** Write down three people you trust to help you navigate your next steps after high school, whether that's work or additional school. This could be a teacher, a family member, a pastor, your SWAG coach, a neighbor. Think broadly.

**How will you handle other things happening in your life that might affect your ability to get and keep a job?** Here are some things to consider:

- Do you have reliable transportation to get to your job? If not, what is your back-up plan on days your usual ride/train/bus isn't available or on time?
- If you have children, do you have reliable childcare lined up for the times you need to work? If not, who can help you figure this out? You also can contact Starting Point which can help you find and pay for child care: [starting-point.org](http://starting-point.org) or 216.575.0061
- If you're a smoker and want to work in a healthcare facility, you may be required to quit. Call 1-800-QUIT-NOW (784-8669) for free help.
- Many jobs require candidates to pass a drug test (including for marijuana). If you need help quitting, call United Way 2-1-1.
- Do you have a bank account where checks can be deposited? Some employers prefer direct deposit (they put your money directly into a bank account instead of giving you a check).



## Workforce Training Programs at Tri-C

Tri-C's Workforce Training provides both non-credit and credit training for individuals and businesses. Through employee training programs, professional development, lifelong learning opportunities, and community service programs, Workforce Solutions is dedicated to enhancing economic growth and the quality of life in Northeast Ohio. Classes offer flexible schedules, traditional and online opportunities, including day, evening and weekend classes. Financial assistance is available for individuals who qualify.

### Health Care Training at Tri-C

Cuyahoga Community College's Center for Health Industry Solutions offers fast-track workforce training programs to help individuals enter the health care field, pursue continuing education or attain professional certification. The non-credit certificate programs are short-term (24 weeks or less) and are designed to meet both individual and business needs.

Classes are held at various Cuyahoga Community College and Corporate College campus sites and are scheduled for your convenience during the day, in the evenings and even the weekends. Our experienced and professional instructors utilize a comprehensive curriculum and various resources to deliver quality, value-based educational programs.

Clinical Certificate Programs:

- State Tested Nursing Assistant (STNA)
- Community Health Worker

Non-Clinical Certificate Programs:

- Comprehensive Professional Medical Coding
- Comprehensive Patient Access Specialist

Continuing Education Programs:

- Continuing Education for the Health Care Professional
- Human Patient Simulation

### Contact Information:

- Website: [tri-c.edu/workforce/health-care-training/index.html](http://tri-c.edu/workforce/health-care-training/index.html)
- Registration: 216-987-3075, option 1
- Shawanna Rice  
Coordinator  
216-987-3171  
[shawanna.rice@tri-c.edu](mailto:shawanna.rice@tri-c.edu)
- Maryann Schrembeck, RN, BSN  
STNA Preceptor  
216-987-0258  
[maryann.schrembeck@tri-c.edu](mailto:maryann.schrembeck@tri-c.edu)
- Marquita Rockamore, MAML, GCDF  
Director  
216-987-2942  
[marquita.rockamore@tri-c.edu](mailto:marquita.rockamore@tri-c.edu)

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## Information Technology Training at Tri-C

Interested in computers and technology? The demand for skilled information technology professionals is high. Cuyahoga Community College's Information Technology Center of Excellence has the training and education solutions for you. Whether you are looking to upskill in your current position, transition between technical fields, or launch your information technology career, Tri-C has a program that can help you meet your educational and personal growth needs!

### Business Application Software

- Business Solutions Program
- Post-Degree Certificate in Business Solutions
- Microsoft Administrative Professional (MAP) Academy
- Microsoft Office Training
- OnBase Training

### Computer Networking

- Certified Network Associate (CCNA)
- Cisco - Short Term Certificate
- Networking Software
- Computer Networking Hardware
- Computer Support Specialist Training
- Computer Maintenance Technology Certificate

### Cybersecurity

- Cybersecurity Analytics Certificate

### Data Analytics

- Data Analytics

### Digital Marketing

- Digital Marketing
- Web Design and Development

### Information Technology

- Blockchain Technology
- Database Administration
- Virtual Classroom and Online Learning Programs
- Information Technology

### Software Development

- Short-Term Certificate in Web Application Development
- Short-Term Certificate in Mobile Application Development
- Post-Degree Certificate in .NET Programming
- Post-Degree Certificate in Programming and Development

- Programming & Development Associate Degree Program
- Software Developers Academy: Cleveland Codes

**Contact Information:**

- Website: [tri-c.edu/programs/information-technology/index.html](http://tri-c.edu/programs/information-technology/index.html)
  - 216-987-4770
  - [ITCOE@tri-c.edu](mailto:ITCOE@tri-c.edu)
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**Manufacturing Technology Center of Excellence at Tri-C**

Over the next decade, nearly 3½ million manufacturing jobs will likely be needed, and 2 million are expected to go unfilled due to the skills gap. (Source: National Association of Manufacturers)

Cuyahoga Community College's Manufacturing programs have been developed in conjunction with industry professionals, indicating our graduates can immediately enter the workforce. Recent studies performed by the United States Department of Labor and the National Association of Manufacturers show a need for workers trained in advanced manufacturing and the demand is expected to grow as the manufacturing sector expands.

Training programs are up-to-date and range from 32-hour workshops to 500-hour in-depth programs that lead to industry-recognized credentials, certifications and apprenticeships. College credit toward an associate degree is awarded in specific programs. For contract training, courses can be delivered by our instructors at your facility.

Programs, some of which can be completed in less than 3 months, are available in:

- Manufacturing
- Engineering
- Transportation
- Welding

For more information, call 216-987-3030 or visit [tri-c.edu/workforce/advanced-manufacturing-and-engineering/index.html](http://tri-c.edu/workforce/advanced-manufacturing-and-engineering/index.html)

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**Public Safety Training Institute at Tri-C**

Since 1982, the Public Safety Training Institute has provided the best in law enforcement and fire training in Northeast Ohio. The Institute provides basic training through the police, fire, private security, corrections and bailiff academies as well as advanced training to support local emergency response services in our communities.

Tri-C's academies train more emergency response professionals than any other academy in Ohio. The KeyBank Public Safety Training Center on the Western Campus, dedicated in June 2016, features specialized simulation areas that provide unparalleled opportunities for realistic, hands-on skills training.

**Contact Information**

- Website: [tri-c.edu/workforce/public-safety/index.html](http://tri-c.edu/workforce/public-safety/index.html)
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- Basic Police Academy: 216-987-3076
  - Emergency Medical Services Training: 216-987-4449
  - Fire Academy: 216-987-5076
  - Fire Advanced Training: 216-987-5429
  - Law Enforcement Advanced Training: 216-987-3033
  - Private Security Academy: 216-987-3037
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### **Transportation Innovation Center at Tri-C**

The Transportation Innovation Center offers workforce training designed to fill in-demand jobs critical to keeping the U.S. economy rolling. The center is located at 24881 Rockwell Drive, Euclid, Ohio 44117. The training site houses the College's CDL training programs — which has turned out nearly 1,000 graduates over the past decade — as well as programs targeting the growing supply chain and logistics industry.

The center offers a technologically advanced training home for the next generation of truck drivers. Interactive classrooms and a simulator featuring a 180-degree windshield view connect students to the most up-to-date information in the industry. Acres of asphalt outside the building provide ample space for behind-the-wheel practice. Four tractor-trailers can be on the driving pad at one time. A state CDL testing office — one of only 16 in Ohio — also operates at the site.

In addition, the center includes a training space to equip workers with the expertise demanded for jobs in fast-paced warehouses. There's also a cavernous bay area for a future diesel engine technician program.

Tri-C Transportation Innovation Center offers programs in the following areas:

- Class A CDL Truck Driver Training
- Class B CDL Training
- Forklift
- Standard Shift Conversion
- Logistics
- Refresher
- CDL Testing Center

#### **Contact Information**

- Website: [tri-c.edu/workforce/transportation-center/index.html](http://tri-c.edu/workforce/transportation-center/index.html)
  - 216-987-3226
- 

### **Advanced Technology Academy at Tri-C**

Our mission is to provide young adults, who are between the ages of 18-24 years of age, the necessary skills needed to be a successful professional in today's workforce. The ATA program offers training at no-cost to the student, and industry recognized certificates in demand driven occupations. Students of the Advanced Technology Academy are eligible for a paid internship and full time, permanent employment. The ATA program is workforce driven, designed to increase occupational skills, employment opportunities and retention.

#### **Contact Information**

- Website: [tri-c.edu/technology-academies/advanced-technology-academy.html](http://tri-c.edu/technology-academies/advanced-technology-academy.html)
  - 216-987-6304
-

## Job Interview Tip Sheet

Getting ready to interview for a new job and not sure how to prepare or what to expect? Here are some tips and common questions you should be ready to answer.

### Before the Interview:

- Research the company/business. It's also good to research the industry (like health care).
- Prepare your 30-second personal pitch (this is the Elevator Pitch exercise you did in your SWAG class).
- Make a list of questions to ask the person who is interviewing you.
- Pick one or two people who can be a reference for you. These are people who can talk about how good you would be at the job. Get permission from your references to use their names and have a printed list with their names, titles, and contact information with you.
- Prepare your interview answers. Practice with a friend or family member.
- List the qualities you possess that fit the job requirements—be ready to give examples of each. For example, if you are great at working with people, talk about how you have shown this through your role as a leader in a sports team or in a volunteer role with your church.
- Lay out your clothes. It is best to wear a suit, or slacks and shirt with a collar, or a dress to an interview.

### Practice answering the following questions:

- Tell me about yourself. (In answering this question, emphasize your strengths and what you are passionate about. Avoid sharing too much personal information or complaining.)
- Why should we hire you?
- What do you know about this company?
- What are your goals?
- What are your strengths and weaknesses?
- Why do you want to work here?
- Give me an example of a recent goal that you set. How did you work toward the goal, and what was the result?
- Tell me about a time when you were under a lot of pressure. How did you get through it?
- Talk about a time when you had to work closely with someone whose personality was very different from yours.
- Tell me about a time when you had to make a difficult choice. How did you arrive at a decision?
- You're working with a disgruntled customer who isn't happy with you, even though you're not at fault. How do you handle them?
- How would you handle receiving criticism from your manager?

- How do you keep yourself organized?
- What was your most rewarding experience during school?
- Do you have plans to continue your education?
- What have you gained from your extracurricular activities?

**Items to Bring to the Interview:**

If you will be doing your interview in person, bring:

- Several copies of your resume
- A copy of your references
- A pad/pen to take notes
- Questions you have about the job, the industry, etc.
- Clear directions on how to get to the interview
- The interviewer's contact information (phone/room number)

**Upon Arrival:**

- Arrive 15 minutes before your appointment.
- Introduce yourself to the receptionist in a professional manner.
- Go to the restroom and check your appearance one last time.
- Stand and greet your interviewer with a firm handshake.
- Smile and maintain eye contact.

**During the Interview:**

- Try to focus on the points you have prepared without sounding too stiff or rehearsed.
- Learn what you can about the company.
- Ask questions and listen, always trying to engage the interviewer. Take notes on the answers you are given.
- At the conclusion, thank the interviewer and inquire about the next step.
- At the end, ask for a business card so you can send a follow-up email or note.
- Stand and thank your interviewer with a firm handshake

**After the Interview:**

- Send a thank-you email within 24 hours, restating your fit for the job and your interest. (It's even better if you can mail a thank-you note to your interviewer, as fewer and fewer candidates do this now.)
- Follow up after 2 weeks stating your interest and asking if they made a decision. This should be done via email and phone, demonstrating your true interest in the work.

**Work with your  
HANDS and your  
MIND.**



## **Free Training and Direct Hire**

**If it's the right fit for you, 4 weeks of paid training and a job with a manufacturing company.**

**We really enjoyed getting to meet many of you in February. Your participation in the matching game, talking with guest speakers, and learning more about manufacturing was inspiring. We have 10-15 manufacturing companies that want to help you get ready to work and offer you a job if it's the right fit for you!**

## **Manufacturers that believe in supporting you!**

**Begin your career at \$11-16,**

**Plus benefits, overtime, etc.!**

**\$19-\$29/hr with additional training**

**We know this semester hasn't gone as planned, and we want to get you trained and in a great job after graduation. If you're interested, tell your teacher, SWAG coach, or email [MyStory@manufacturingsuccess.org](mailto:MyStory@manufacturingsuccess.org)**

Employers already involved in SWAG:













The Pharmacy Technician Associate is a position that will provide eligible candidates with the opportunity to work as a Pharmacy Technician Trainee at the Cleveland Clinic Main Campus & Regional Hospitals, while also completing coursework for the Cleveland Clinic School of Pharmacy Technology. Upon graduation, the Pharmacy Technician Associate will take the Pharmacy Technician Certification Exam and in passing, will be eligible to apply for the role of a Cleveland Clinic Certified Pharmacy Technician. This position is designed for high school seniors with financial need, that are interested in pursuing a career in pharmacy technology. The Pharmacy Technician Associate position focuses on providing individuals with on-the-job training and education to support their career through pharmacy technology.

## THREE ESSENTIALS OF THE PHARMACY TECHNICIAN ASSOCIATE PROGRAM:



PAID JOB

+



EDUCATION

+



CREDENTIALS

### Program Curriculum and Benefits

- 10 online learning modules on pharmacy principles, such as drug therapy, pharmaceutical calculations, automation, sterile and non-sterile compounding.
- Hands-on training in a state-of-the-art learning environment to introduce pharmacy practice and the technician's role within the pharmacy.
- Experiences in various inpatient and outpatient areas to expose the associate to a variety of practice settings.

Applicants selected to participate must commit to a 1-year position as a Pharmacy Technician Associate. The program begins on Monday, June 15, 2020. Selected applicants will receive a set hourly wage, employee benefit package, and tuition waived for the Cleveland Clinic School of Pharmacy Technology.

#### NOTE:

A \$25 fee is required to register as a Technician Trainee with the Ohio Board of Pharmacy at the start of the program. The fee will be reimbursed after the associate begins.





## Applicant Eligibility

Qualified candidates must meet all of the following requirements:

- High School Diploma.
- Must be 18 years of age by May 1st, 2020.
- Cumulative GPA of 2.5 or better on a 4.0 scale.
- Come from a low income background.

Applicants must also pass a background and health screening. Prospective candidates must complete the application package and sit for a panel interview, as part of the selection process.

## How to Apply

Visit [clevelandclinic.org/pharmacytech](http://clevelandclinic.org/pharmacytech) and click the pharmacy technician associate tab for more information.

Additionally, graduates will be eligible to transfer credits towards an Associates degree with Cuyahoga Community College.



## Pursue a Career in Pharmacy

Graduates of the Cleveland Clinic School of Pharmacy Technology are well prepared to meet the needs of an expanding pharmacy practice. Job placement services are provided within the Cleveland Clinic Enterprise upon graduation for graduates who meet employment qualifications. Cleveland Clinic, along with other hospital pharmacies, has a growing demand for highly educated, prepared pharmacy technician associates to serve in expanding pharmacy roles. Pharmacy technician associates at Cleveland Clinic are prepared to work in many pharmacy practice settings, including:

- Ambulatory Pharmacy
- Chemotherapy
- Controlled Drug Services
- Inpatient Pharmacy
- Intensive Care Pharmacy
- Pediatric Pharmacy
- Pharmacy Automation
- Pharmacy Billing
- Pharmacy Purchasing and Inventory
- Specialty Pharmacy
- Sterile and Non-Sterile Compounding

Dear Applicant:

The Pharmacy Department at the Cleveland Clinic is pleased to announce applications are being accepted for the **Pharmacy Technician Associate** position.

The Pharmacy Technician Associate is a paid position that will provide eligible candidates with the opportunity to work as a Pharmacy Technician Trainee at a Cleveland Clinic hospital, while also completing coursework for the Cleveland Clinic School of Pharmacy Technology. Upon graduation, the Pharmacy Technician Associate will take the Pharmacy Technician Certification Exam and in passing, will be eligible to apply for the role of a Cleveland Clinic Certified Pharmacy Technician. This position is designed for high school senior students with financial need that are interested in pursuing a career in pharmacy technology. The Pharmacy Technician Associate position focuses on providing individuals with on-the-job training and education to support their career through pharmacy technology, and will prepare them for a position as a Certified Pharmacy Technician.

Applicants selected to participate must commit to a 1-year position as a Pharmacy Technician Associate. The program begins on Monday, June 15, 2020. Selected applicants will receive a set hourly wage, employee benefit package, and tuition waived for the Cleveland Clinic School of Pharmacy Technology.

The Pharmacy Technician Associate can apply to open Certified Pharmacy Technician positions throughout the Cleveland Clinic enterprise upon successful completion of the program.

The deadline to apply for the Pharmacy Technician Associate position is April 17, 2020. Individuals interested in applying must submit their completed application, essay questions, and high school transcripts via mail, email, or fax. Applications that are incomplete, missing documentation, and/or received after the deadline of April 17, 2020 will not be considered.

Best regards,



Samuel Calabrese, MBA, R.Ph., FASHP  
Interim Chief Pharmacy Officer  
Cleveland Clinic Department of Pharmacy



Brigid Whelan, BSHS, CPhT  
Program Manager  
Cleveland Clinic School of Pharmacy Technology

## Pharmacy Technician Associate Application

Please complete the application in its entirety. The deadline to apply for the Pharmacy Technician Associate position is Friday, April 17, 2020. Applications missing documentation, incomplete, and/or received after the deadline will not be considered.

### STUDENT INFORMATION

Student Name: \_\_\_\_\_  
Last First Middle Initial

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Applicant must be 18 by 05/01/2020**

How did you find out about this opportunity?

### SCHOOL INFORMATION

High School: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Science or Math Teacher:

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

Additional Teacher of Student's Choice:

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

**STUDENT DISCLOSURE INFORMATION**

Have you ever been dismissed, suspended, expelled, placed on probation or otherwise involuntarily separated from high school or other educational institutions? Yes  No

If yes, please explain.

I certify that answers given herein are true and complete to the best of my knowledge. I authorized investigation of all statements contained in this application for employment as may be necessary in arriving to an employment decision.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**The following documents are required for consideration by April 17, 2020:**

- ✓ Completed application, including essays
- ✓ High school transcripts

**Please return:****Via Mail**

Cleveland Clinic Pharmacy Department  
c/o Brigid Whelan  
9500 Euclid Avenue, Hb-110  
Cleveland, OH 44195

**Via Email**

[pharmacytech@ccf.org](mailto:pharmacytech@ccf.org)

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216-636-0530





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- Resident of Cuyahoga County
- Not enrolled in school

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