2027 ToolBank Academy Application Form

Thank you for your interest in the 2027 ToolBank Academy!

About the Program
The ToolBank Academy is a leadership and work readiness program that gives young people the opportunity to develop professional skills, explore civic and community leadership, earn industry-recognized certifications, and gain hands-on work experience in a paid, growth-oriented environment.

Phase 1: Leadership and Skill-Building
Weekly after-school classroom sessions will cover:

- Civic engagement
- Leadership
- Teamwork
- Volunteer management
- Financial literacy
- Project planning
- Safety
- Community engagement

Sessions will take place once a week after school from January through May at the Cincinnati ToolBank.

Phase 2: Paid Summer Workforce Experience

- The workforce experience includes:
- Multiple hands-on projects
- Executing ToolBank operations
- Professional development opportunities
- Community improvement projects
- Assist in activation of a neighborhood Mini-ToolBank.

The workforce experience will be primarily 30-hour work weeks, Monday through Friday, starting in June and ending in August. Certain events may require work hours beyond the normal hours and days.

Application Instructions

The Recommendation Form is required to be completed by a teacher, counselor, coach, employer, or supervisor (family members are not eligible to submit recommendations). Recommenders can access the recommendation form using the link below. Applicants are responsible for sharing the link directly with their recommender.

Student Recommendation Form

APPLICATION DEADLINE - November 30, 2026

Questions?
Jerel Stewart, ToolBank Academy Program Coordinator
Cincinnati ToolBank
1682 E. Seymour Avenue
Cincinnati, OH 45237
jerel.stewart@toolbank.org
513-246-0015

* Required

Applicant Information

1. Legal first name *

2. Legal last name *

3. What name do you prefer to be called?

4. Applicant personal email address *

5. Applicant mobile phone number *

6. What is the best way to contact you? *

- [ ] Email
- [ ] Phone

7. Home street address *

8. Apartment or unit number

9. City *

10. State *

11. ZIP code *

12. County *

13. What neighborhood or community do you consider home? *

Eligibility Screening

14. What is your date of birth? *

15. Will you be between 16 and 18 years old on May 31, 2027? *

- ◯ Yes
- ◯ No

16. Do you currently live within the Greater Cincinnati region? *

- ◯ Yes
- ◯ No

17. Are you available and willing to participate in both the school-year and paid summer phases of the ToolBank Academy? *

- ◯ Yes
- ◯ No

18. Can you commit to attending at least 90% of all required sessions, workdays, community events, the Mini-ToolBank activation, graduation, and other program activities? *

- ◯ Yes
- ◯ No

19. Are you willing to participate in classroom instruction, group projects, community events, warehouse activities, and supervised hands-on work involving tools and construction-related activities? *

- ◯ Yes
- ◯ No

20. If accepted, are you willing to complete all required onboarding, employment, and minor work-permit paperwork by the stated deadline? *

- ◯ Yes
- ◯ No

Education Status

21. What best describes your current education status? *

- ◯ Enrolled in a traditional public, charter, or private high school
- ◯ Enrolled in an online or virtual high school | Homeschooled
- ◯ Homeschooled | Enrolled in an alternative education program
- ◯ Enrolled in a GED or high-school-equivalency program
- ◯ Graduated from high school
- ◯ Completed a GED or high-school-equivalency program
- ◯ Not currently enrolled
- ◯ Other

Current Student Education Information

22. School or educational program name *

23. School district, if applicable

24. Current grade level or program status *

- ◯ 9th grade
- ◯ 10th grade
- ◯ 11th grade
- ◯ 12th grade
- ◯ GED/high-school-equivalency program
- ◯ Other

25. Are you currently participating in a work-based learning, career-technical, internship, or youth-employment program? *

- ◯ Yes
- ◯ No

26. Identify the work-based learning, career-technical, internship, or youth-employment program.

27. Will you need early-dismissal or schedule approval from your school or educational program to attend ToolBank Academy sessions? *

- ◯ Yes
- ◯ No
- ◯ Maybe

Schedule, Availability, and Participation Commitment

28. Will you be able to participate in for the full program term? (Jan. - Aug.) *

- ◯ Yes
- ◯ No

29. Do you expect to participate in another job, internship, summer program, athletic program, or recurring activity during the Academy? *

- ◯ Yes
- ◯ No

30. Describe the other job, program, or activity and its expected schedule.

31. Are you willing to arrive on time, follow attendance procedures, clock in and out as required, take required meal breaks, and communicate absences in advance? *

- ◯ Yes
- ◯ No

32. By selecting this option, you agree to participate in required community events, the Mini-ToolBank activation, and graduation. *

- ◯ I Agree

Transportation and Technology Access

Transportation needs will not automatically disqualify you from the program. Selecting "Drive Myself" indicates that you have access to reliable personal transportation. ToolBank Academy may provide Cincinnati Metro passes to participants who need transportation assistance; however, the program cannot guarantee private transportation, individual rides, or route-planning services.

33. How do you expect to travel to and from the Cincinnati ToolBank? *

- ◯ Parent/guardian transportation
- ◯ Drive myself
- ◯ Public transportation
- ◯ School transportation
- ◯ Walk or bike
- ◯ Other
- ◯ I will need assistance

34. Based on the schedule provided, can you arrive by the required start time and return home safely? *

- ◯ Yes
- ◯ No

35. Will you need a Cincinnati Metro pass to participate? *

- ◯ Yes
- ◯ No

36. Do you have regular access to a phone, email, and internet connection for program communications? *

- ◯ Yes
- ◯ No

37. Which technology or communication resources may be difficult for you to access consistently? *

- [ ] Mobile phone
- [ ] Text messaging or mobile data
- [ ] Email
- [ ] Internet/Wi-Fi
- [ ] Computer or tablet
- [ ] Charging or electricity
- [ ] Other

Participation Support and Accommodations

ToolBank Academy wants participants to be able to take part fully and safely. You may describe the support or reasonable accommodations you need. You do not need to disclose a diagnosis or submit medical records in this application. This information will not be used to score your application

38. Do you need any support or reasonable accommodation to participate fully in the application, interview, classroom, hands-on work, or program events?

- ◯ Yes
- ◯ No

39. Describe the specific support or accommodation that would help you participate.

Experience, Interests, and Goals

We are interested in what you have learned from your experiences and what you hope to gain from the ToolBank Academy. Work, school, volunteer, family, caregiving, and community responsibilities all count as meaningful experience.

40. Have you previously held a paid job, internship, or work-based learning position? *

- ◯ Yes
- ◯ No

41. Have you participated in volunteer service or a community project? *

- ◯ Yes
- ◯ No

42. Have you held a leadership role or helped lead a team, group, activity, or project? *

- ◯ Yes
- ◯ No

43. Briefly describe any work, volunteer, leadership, school, family, or community responsibilities that have helped prepare you for the Academy. (Approximately 100-200 words.) *

44. What experience do you have using hand tools, power tools, completing construction projects, or working in a warehouse? *

- ◯ No experience
- ◯ Limited experience
- ◯ Some experience
- ◯ Significant experience

45. If applicable, briefly describe your tool, construction, or warehouse experience.

46. Do you currently hold any of the following certifications? *

- [ ] CPR
- [ ] First Aid
- [ ] OSHA-10 or another OSHA credential
- [ ] None

47. Which career areas are you currently interested in exploring? *

- [ ] Skilled trades or construction
- [ ] Nonprofit or community work
- [ ] Government or public service
- [ ] Business or entrepreneurship
- [ ] Warehousing, operations, or logistics
- [ ] Technology or data
- [ ] Marketing, communications, or creative work
- [ ] Education
- [ ] Healthcare
- [ ] I am still exploring

48. How did you hear about the ToolBank Academy? *

- [ ] School staff
- [ ] Friend or family member
- [ ] Current or former Academy participant
- [ ] Community organization
- [ ] Social media
- [ ] ToolBank website
- [ ] Recruitment event
- [ ] Other

Required Written Response

Please answer the questions below. Draft and save each response in a separate document before pasting it into this form. Responses must be thoughtful, specific, and written in the applicant's own voice. Generative AI, including ChatGPT, Microsoft Copilot, Gemini, or similar tools, may not be used to brainstorm, draft, rewrite, or edit the essay. The essay will be evaluated on substance, reflection, effort, and connection to the ToolBank Academy; grammar and spelling are not the primary focus.

49. How would you describe yourself? *

50. List one thing that interests you about the Cincinnati ToolBank *

51. What do you hope to gain from this program? *

52. What attributes do you bring to the table? *

53. What is a recent challenge you faced and how did you overcome it? *

54. What does commitment look like to you and what is one way you have practiced it? *

Age-Based Contact and Consent Routing

55. Are you under 18 years old as of today? *

- ◯ Yes
- ◯ No

Parent/Guardian Contact and Full Consent

The applicant's parent or legal guardian must review the program description, schedule, attendance requirement, paid summer workforce phase, hands-on activities, and all statements below before providing consent. This section only needs to be filled out by a parent/ Legal Guardian if the applicant is under the age of 18.

56. Parent or legal guardian's full name *

57. Relationship to applicant *

58. Parent/guardian email address *

59. Parent/guardian mobile phone number *

60. Preferred method of contact *

- ◯ Email
- ◯ Phone

61. Provide the parent/guardian's home or mailing address. (Street, city, state, and ZIP code) *

62. By selecting this agreement, I certify that I am the parent or legal guardian of the applicant, who is under 18 years of age. I confirm that I have reviewed the ToolBank Academy program description, eligibility requirements, schedule, attendance expectations, hands-on activities, and paid summer workforce requirement. I understand that the applicant must maintain at least 90% attendance and that required community events, the Mini-ToolBank activation, and graduation count toward this requirement. I consent to the applicant's participation in supervised classroom instruction, warehouse activities, tool use, construction-related activities, community projects, and program events. I agree to serve as the applicant's primary admissions contact and authorize ToolBank Academy to communicate with me regarding the application, interview, selection status, attendance, transportation, and required next steps. I authorize the Cincinnati Community ToolBank and ToolBank Academy to photograph or record the applicant and to use the applicant's name, image, likeness, and voice in print, digital, social media, website, fundraising, publicity, and other promotional materials without compensation. I also understand that additional employment, work-permit, emergency, medical, transportation, and activity-specific forms may be required before the applicant can participate. *

◯ I certify

63. Parent/legal guardian's typed full name *

64. Date completed by parent/legal guardian *

Emergency Contact for Applicants Age 18

65. Emergency contact's full name *

66. Emergency contact's relationship to you *

67. Emergency contact's phone number *

68. Emergency contact's email address *

69. May ToolBank Academy contact this person in an emergency or when staff cannot reach you regarding an urgent program matter? *

- ◯ Yes
- ◯ No

Final Review and Submission

Before submitting, confirm that you answered every required question, each essay is 300-500 words, the essays are your original work without generative AI assistance, your recommender has agreed to submit a confidential letter by the deadline, and the parent/guardian section was personally completed if you are under 18.

70. I have reviewed my application and am ready to submit it. *

- ◯ Yes

Application Certification

71. I certify that the information provided in this application is complete and accurate to the best of my knowledge. *

- ◯ I certify

72. By selecting this agreement, I acknowledge that submitting an application does not guarantee admission to ToolBank Academy. If accepted, I agree to participate in both the school-year phase and the paid summer workforce phase, maintain at least 90% attendance, and attend required community events, the Mini-ToolBank activation, and graduation. I understand that the program includes classroom instruction, teamwork, warehouse activities, supervised tool use, construction-related activities, community projects, and public events, and I agree to follow all safety and conduct requirements. I understand that schedule conflicts will be reviewed individually and that outside jobs or programs may not interfere with my ToolBank Academy responsibilities. I authorize ToolBank Academy to contact the recommender listed in my application and understand that my confidential recommendation must be received by the deadline for my application to be considered complete. I understand that ToolBank Academy may contact me, and, if I am under 18, my parent or legal guardian, regarding my application, interview, application status, or next steps. I also certify that both application essays are my original work and that I did not use generative AI to brainstorm, draft, rewrite, or edit them. *

- ◯ I understand

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