513.246.0015
www.cincinnatitoolbank.org
1682 E Seymore Avenue, Cincinnati, OH 45237

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.

Participant Requirements

Participants must live in the Greater Cincinnati or Northern Kentucky region and be between 16 and 18 years old. It is required participants turn 16 by May 31, 2027.

Participants are required to commit to both phases of the program and maintain at least a 90% attendance rate.

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During the program participants are expected to engage in supervised classroom instruction, warehouse activities, tool use, construction-related activities, community projects, and program events.

Employment documentation is required to be submitted **prior** to start of program.

Application Submission

Three items are required to be fully considered for the program:

- Student Application
- Recommendation Form

Before submitting the application, please review all responses carefully to ensure names, contact information, and answers are accurate and spelled correctly, as this information will be used for future communication regarding the program and upcoming information sessions.

Student Application

Allow approximately 60 minutes to complete the Student Application.

The application asks for your personal information, parent or guardian and emergency contact details, and information about your school, schedule, and transportation.

Reminder: The application also includes a written short-answer section, so please set aside enough time to complete it.

2027 ToolBank Academy Application Form

Recommendation Form

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.

2027 ToolBank Academy Student Recommendation Form

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Application Written Response Questions

The questions below are the written-response questions you will be required to answer in the application. Please draft and save each response in a separate document before pasting it into the form. **Each response must be at least 50 words**, thoughtful, specific, and written in your own voice.

Do not use generative AI, including ChatGPT, Microsoft Copilot, Gemini, or similar tools, to brainstorm, draft, rewrite, or edit your responses. Your answers will be evaluated on substance, reflection, effort, and connection to the ToolBank Academy. Grammar and spelling are not the primary focus.

1. How would you describe yourself?
2. List one thing that interests you about the Cincinnati ToolBank?
3. What do you hope to gain from this program?
4. What attributes do you bring to the table?
5. What is a recent challenge you faced and how did you overcome it?
6. What does commitment look like to you and what is one way you have practiced it?

APPLICATION DEADLINE - NOVEMBER 30, 2026

Questions? Please contact:

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513-246-0015