



Service Careers – Food Service Assistant Program Student Application

Application for Admission: 2026-2027 Academic Year

Applications are only accepted in hard copy format (not electronically). Due Date: May 1, 2026

APPLICATION FORM

Applications for Service Careers – Food Service Assistant Program are currently being accepted by mail for the 2026–2027 Academic Year. You will be notified via email when your entire packet has been received. Applicants will not be considered until the entire packet is submitted. If selected, the next step is an interview with the applicant and his/her family or support person. An interview does not guarantee admittance to the Service Careers – Food Service Assistant Program. Interviews will be held in May/June.

Students will be notified by email regarding acceptance into the Service Careers – Food Service Assistant Program. Students must confirm acceptance to the Service Careers – Food Service Assistant Program within 3 days of receiving acceptance email.

Application Checklist

- Student Application
- Student Questionnaire completed by applicant (student)
- Official High School Transcript (must be sent directly by school)
- Official OSDE Summary of Performance which serves as evidence of the applicant’s eligibility for special education and related services under the IDEA (IEP) or equivalent including IQ score
- One recommendation form from an educator who is a non-family member (included)
- Parent Readiness & Support Questionnaire completed in person by parent/guardian at time of interview

Additional information may be requested by interview team

Application Submission

Application materials, transcript and recommendation should be submitted by May 1, 2026, to:

Service Careers – Food Service Assistant Program
 Tulsa Technology Center – Owasso Campus
 P.O. Box 477200
 Tulsa, OK 74147.7200

Admission Criteria

Applicants must:

- Be a high school graduate; age 18-24 years old; cannot turn 25 years old while in the program.
- Have a diagnosed disability. The applicant must have been (or is presently) eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA).
- Qualify for services from the Department of Vocational Rehabilitation.
- Be able to remain unsupervised for up to 5 hours.
- Demonstrate the ability to accept responsibility for his/her actions; maintain respect for self and others; and have no history of disruptive or challenging behaviors.
- Be independent in handling his/her own medication, specialized dietary, and/or medical needs. Staff are not available to manage/administer medications.
- If selected for an interview, the selection committee will interview applicants independently, followed by a separate interview with family or support person.
- Complete FAFSA.

APPLICATION FOR ADMISSION

Students in the Service Careers – Food Service Assistant Program will explore career paths in the culinary and hospitality service industry. Students will gain technical training in workplace skills for a variety of service occupations. This program will teach students personal life skills and employability skills such as problem solving, career readiness, and independence to prepare students for work. Students will complete work-based learning in food service and hospitality settings, giving students real world experience preparing them for success in the workplace.

How did you hear about the Tulsa Tech Service Careers – Food Service Assistant? (Please print neatly)

- High School Counselor/Teacher
- Transition Fair
- Pre-ETS
- Internet Search (Google, Bing, Yahoo)
- Facebook/Social Media
- Referred by: _____
- Other: _____

Student Contact Information A scribe was used for this section of the application.

*All communication will be sent via email. An email address is required.

Student's Full Name: _____ Preferred Name: _____

Date of Birth (MM/DD/YY): _____ Gender: Male Female

Cell Phone: _____ Home Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Student's permanent residence is with: Mother Father Both Other

Does the student have a guardianship in place? No Yes Name of Guardian: _____

If yes: Full Partial If yes, include a copy of guardianship.

Health Information

List any health, medical, or allergy issues that may impact participation or a successful job placement. Please include any medications.:

Parent/Guardian Contact Information

A scribe was used for this section of the application.

*All communication will be sent via email. An email address is required.

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Cell Phone: _____ Cell Phone: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Address: _____ Address: _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip: _____

Email: _____ Email: _____

Transportation

How do you plan to get to the Owasso Campus and Work-Based Learning?

Parents Drive Self Ride Share Public Transit

Department of Rehabilitation Services (DRS) Information

Do you have a DRS Vocational Rehabilitation Counselor? Yes No

Counselor Name: _____ Phone Number: _____ Date DRS case was opened: _____

Comments: _____

D.H.S. Developmental Disabilities Services (DDS) Information

Are you eligible, or do you currently receive DDS Services? Yes No

Case Worker Name: _____ Phone Number: _____

Do you receive Social Security benefits? Yes No

Have you ever met with a Social Security or DRS benefits planner? Yes No

Comments: _____

EDUCATIONAL HISTORY

A scribe was used for this section of the application.

Schools Attended (Name, City, and State) Public or Private Calendar Years Attended Reason for Leaving

Did/will receive: High School Diploma Equivalent Certificate Name of certificate: _____

Participated in general education classes: Yes No

Describe inclusive educational experiences/List inclusive classes:

WORK EXPERIENCE

Please list any paid/unpaid employment, volunteer work, school-based work study training, and/or internships.
Work experience is not a requirement for admission.

A scribe was used for this section of the application.

No Work History

Employer 1: _____ Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Paid Volunteer School-based employment training Internship

Employer 2: _____ Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Paid Volunteer School-based employment training Internship

How do you want to be employed in the community upon completion of the program?

Full time (32-40 hrs.) Part time (at least 16 hours per week)

Have you ever been fired from a paid employment position/volunteer position/internship? Yes No

If yes, please explain: _____

Have you ever quit a paid employment position/volunteer position/internship? Yes No

If yes, please explain: _____

SERVICE CAREERS COMPLIANCE FORM

Parent / Student Information

1. Applicants must meet the admission criteria mentioned above.
2. Placement into the program will include an Individual Plan of Employment (IPE) Meeting with applicant’s VR Counselor.
3. Release: A copy of the last IEP, MEEGS and/or psychological evaluation concerning my son/daughter may be kept on site and reviewed by the program staff. Student information may be released to program partners.
4. Equal Opportunity: Service Careers – Food Service Assistant placement will be made without regard to race, color, national origin, sex, age, religion, or presence of a disability.
5. Student’s enrollment within the Service Careers – Food Service Assistant program is contingent upon adherence to the policies and procedures of both the Tulsa Technology Center and Work-Based Learning site(s).
6. I understand that by signing this document I give permission for the partner agencies to share and discuss testing, reports, and other pertinent information with each other.

By signing your names, the parent/guardian and student understand and agree to comply with the statements and information stated above and certify all information provided on this application and supplementary materials is correct and complete.

I understand any untruthful statement in this application could result in my application being denied or my immediate dismissal from the Service Careers – Food Service Assistant program.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

STUDENT QUESTIONNAIRE

This section must be handwritten by the applicant.

1. Why do you want to attend the Service Careers- Food Service Assistant program at Tulsa Tech?

2. What kind of job would you like to have when you finish school? Why?

3. Describe the most challenging part of school, both academically and socially?

4. What responsibilities do you have at home?

5. Describe how you like to spend your free time.

6. List what you are good at.



Service Careers – Food Service Assistant Program Student Application

Parent Readiness Questionnaire: 2026-2027 Academic Year

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PERSONAL SUPPORT INVENTORY

(To be completed by parent/guardian or support person) Completed by: _____

Please fill in the information below as completely and honestly as possible. This information gives a greater understanding of the student's functional level and is not a determining factor in acceptance to Service Careers – Food Service Assistant. Check all that apply.

Independent Living Skills

Finds way around new environment

- Has never had the opportunity
- Needs complete assistance
- Needs limited assistance
- Completely independent

Follows a schedule independently

- Has never had the opportunity
- Needs complete assistance
- Needs limited assistance
- Completely independent

Bathes daily

- Needs daily reminders with prompting/schedule
- Completely independent

Changes clothes daily

- Needs daily reminders with prompting/schedule
- Completely independent

Brushes teeth daily

- Needs daily reminders with prompting/schedule
- Completely independent

Asks for help/clarification

- Needs prompting
- Always
- Only in familiar situations

Uses appropriate judgment in an emergency

- Has received instruction, but has not been in the situation
- Has not received instruction
- Completely independent

Independent Living Skills (Continued)

Copes well with stress

- Needs assistance
- Has and uses coping strategies
- Independent

Adjusts well to new environments

- Needs much assistance
- Needs little assistance
- Independent

Prefers to do things for himself/herself

- Yes
- No
- Frequently requests assistance

Laundry (check all that apply)

- Sorts
- Operates washer
- Operates dryer
- Folds
- Irons
- Does not do laundry

Cooks

- No
 - Completely independent
 - Very basic, example:
-

Has driver's license

- Yes, drives on own
- Yes, drives with parent/adult only
- Learner's Permit only
- Student does not drive

Is the student able to manage his/her own time?

- Arrives on time
- Allows enough time to walk to classes, etc.
- Uses alarm clock
- Uses schedule or day planner
- No

Student is able to use independently: (check all that apply)

- Laptop
- Debit card
- Flash drive
- Cell phone
- ATM
- Attach a document to an email
- Email
- Printer

Cuts fingernails and toenails

- Needs complete assistance
- Needs daily reminders with prompting/schedule
- Completely independent

Social Skills and Communication

Communicates needs appropriately

- Yes
- No
- With prompting

Engages in age-appropriate interaction

- Yes, socializes with same age peers
- Does not socialize
- Socializes mostly with family
- Socializes with older
- Socializes with younger

Deals with conflict

- Needs much assistance
- Seeks assistance
- Needs limited assistance
- Independent

Distinguishes between friends & strangers

- Yes
- No
- Has not been in the situation

Follows rules

- Yes, is a rule follower
- Needs reminders
- Struggles following rules

Orders and purchases from a restaurant/store

- Yes
- No
- Needs assistance

Respects authority figures

- Yes
- No
- Depends on the relationship

Uses cell phone (check all that apply)

- Phone calls
- Text messages
- Calendar/day planner
- Alarms
- Apps
- Internet browsing

Is able to provide personal information (check all that apply)

- Address
- Emergency contact
- Medication information
- Insurance information
- Phone number
- Email address
- Social Security
- No

Uses email

- Has email account but does not use
- With assistance
- Independently
- Remembers passwords
- Needs reminder for passwords

Maintains appropriate social behavior

- With prompts
- Independently with family
- Needs reminders in public situations
- Independent in public situations

Dating experience

- Has not dated
- Has dated
- Online dating
- No experience, but is interested in dating

How does the student manage anger/anxiety?

Please explain.

Academic Skills

Reading skills

- Approximate grade level reading ability:

- No functional reading
- Reads chapter books
- Reads books silently
- Can answer questions about a reading selection
- Can summarize a reading selection
- Reads books for pleasure

Math skills

- No functional math skills
- Handles money to make a purchase
- Counts change in bills
- Manages a checking account
- Stays within a budget

Computer skills (check all that apply)

- Google Docs
- Internet search
- Remembers password
- Microsoft Productivity
- Requires assistance to use a computer

Following verbal directions

- Yes
- No
- 1-2 step directions
- With reminder

Following written directions

- Yes
- No
- With reminder

Time Management

- Reads a calendar
- Makes appointments
- Keeps planner/agenda
- Sets reminders on phone
- On time
- Needs complete assistance

Writing skills

- Writes simple sentences
- Uses punctuation
- Copies notes from board
- Does not write
- Uses technology for writing

Listening skills

- Able to retell settings, problems, events and solutions
- Creates questions based on information presented

Assistive technology

- Live Scribe Pen
- Laptop
- Recording device
- Google apps
- iPad-apps:

Other: _____

Please feel free to provide any supporting documentation.

Parent Readiness Survey

I expect to know everything my student does at the Service Careers – Food Service Assistant Program.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I know my student, with support, will try new opportunities.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Often, I am in contact with my student more than three times a day. Strongly Agree

- Agree
- Neutral
- Disagree
- Strongly Disagree

Often, I am telling my student what to do or say.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I understand I will have very limited contact with the Program and that communication will go through my child.

- Yes
- No

My student has the ability to handle frustration appropriately.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I trust my student's judgment.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

My student has the ability to seek assistance.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I believe I am ready for my student to attend Tulsa Tech.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I feel that my student knows what is best for him/herself.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I believe post-secondary employment/readiness is important for my student.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I feel that my student wants to attend the Service Careers – Food Service Assistant Program.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

My student will live independent of our family after graduation.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

My student will have meaningful employment after graduation.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

My student will lead the employment planning meetings in order to achieve his/her goals.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

What goals does the family/parent have for the student while in the Service Careers – Food Service Assistant program?

Provide any additional information for consideration regarding the applicant. Include any relevant social, emotional or educational factors. We are looking for a true picture of the student’s overall level in academics, social skills, independent functioning and employment readiness.



**Service Careers – Food Service Assistant Program
Student Application**

Educator Recommendation Form: 2026-2027 Academic Year

Applications only accepted in hard copy format (not electronically) » Due Date: May 1, 2026

EDUCATOR RECOMMENDATION FORM

(Applicant's name): _____

The above-named individual has applied to the Service Careers – Food Service Assistant program. The Service Careers – Food Service Assistant program serves to provide young adults with disabilities an inclusive Technical Education experience that will further their academic, employment, social, and independent living skills. Please answer the following questions to the best of your ability. Applications will not be reviewed without recommendations. Applicants have waived their right to access the recommendation form.

Recommendations will be kept in the strictest confidence. Recommendation forms must be submitted using the form shown and returned with the application packet in a sealed envelope with the evaluator's signature across the flap.

Contact Information

Your Name: _____ Title/Organization: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

1. How long have you known the student?

2. In what capacity?

3. Are you familiar with the Service Careers – Food Service Assistant Program? Yes No

4. How do you feel the student benefits from post-secondary education services in the area of academics? Please describe the student's current level of academic functioning.

5. Do you feel the applicant benefits from post-secondary education services in the area of socialization? Why or why not? Describe the current level of socialization that you have observed:

6. Do you feel the student benefits from post-secondary education services in the area of career development? Why or why not?

7. Does the student have any behaviors that interfere with his or her ability to participate in the Service Careers – Food Service Assistant program? Yes No

Comments

8. Discuss how the student manages stress:

9. Do you feel the parents are ready to let their student go? Yes No

Comments

Independent Living Skills

Finds way around new environment

- Has never had the opportunity
- Needs complete assistance
- Needs limited assistance
- Completely independent

Follows a schedule independently

- Has never had the opportunity
- Needs complete assistance
- Needs limited assistance
- Completely independent

Hygiene

- Needs assistance
- Is independent

Asks for help, clarification

- Needs prompting
- Only in familiar situations
- Always

Uses appropriate judgment in an emergency

- Has received instruction, but has not been in the situation
- Has not received instruction
- Independent
- Needs assistance

Copes well with stress

- Needs assistance
- Has and uses coping strategies
- Independent

Adjusts well to new environments

- Needs much assistance
- Needs little assistance
- Independent

Prefers to do things for himself/herself

- Yes
- No
- Frequently requests assistance

Has participated in community-based instruction

- Not at this time
- Yes, unsuccessfully
- Yes, successfully

Student knows and understands disability

- Not aware of disability
- Knows disability, but does not understand
- Knows and understands

Is the student able to manage his/her own time? (check all that apply)

- Arrives on time
- Allows enough time to walk to classes, etc.
- Uses alarm clock
- Uses a schedule or day planner
- Not at this time

What responsibilities outside of classwork does the student have at school?

Social Skills and Communication

Communicates needs appropriately

- Yes
- No
- With prompting

Engages in age-appropriate interaction

- Yes, socializes with same age peers
- Does not socialize
- Socializes mostly with family
- Socializes with older
- Socializes with younger

Deals with conflict

- Needs much assistance
- Seeks assistance
- Needs limited assistance
- Independent

Distinguishes between friends & strangers

- Yes
- No
- Has not been in the situation

Follows rules

- Yes, is a rule follower
- Needs reminders
- Struggles following rules

Respects authority figures

- Yes
- No
- Depends on the relationship

Uses cell phone (check all that apply)

- Phone calls
- Text messages
- Calendar/day planner
- Alarms
- Apps
- Internet browsing

Is able to provide personal information (check all that apply)

- Address
- Emergency contact
- Medication information
- Phone number
- Email address
- Social Security

Uses email (check all that apply)

- Has email account but does not use
- With assistance
- Independently
- Remembers passwords

Maintains appropriate social behavior

- With prompts
- Independently with family
- Needs reminders in public situations
- Independent in public situations

How does the student manage anger/anxiety? Please explain.

Academic Skills

Reading skills

- Approximate grade level reading ability:
- No functional reading
- Reads chapter books
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- Can answer questions about a reading selection
- Can summarize a reading selection
- Reads books for pleasure

Math skills

- No functional math skills
- Handles money to make a purchase
- Counts change in bills
- Manages a checking account
- Stays within a budget

Computer skills (check all that apply)

- Google Docs
- Internet search
- Remembers password
- Microsoft Productivity
- Requires assistance to use a computer

Has participated in inclusive class

- No
- Yes, independently
- Yes, with assistant
- Yes, with accommodations

Following verbal directions

- Yes
- No
- 1-2 step directions
- With reminder

Following written directions

- Yes
- No
- With reminder

Time Management

- Reads a calendar
- Makes appointments
- Keeps planner/agenda
- Sets reminders on phone
- On time
- Needs complete assistance

Writing skills

- Writes simple sentences
- Uses punctuation
- Copies notes from board
- Does not write
- Uses technology for writing

Listening skills

- Creates questions based on information presented
- Able to retell settings, problems, events and solutions

Assistive technology

- Live Scribe Pen
- Laptop
- Recording device
- Google apps
- iPad-apps: _____
- Other: _____

Please feel free to provide any supporting documentation.
