

**Unit Five Work Program  
Application for Admittance**



**General Work Program Information/Guidelines**

- Student must be of junior status (at least 11 credits) or higher.
- Prerequisite – Work Program students must have either passed the Work Program course or be taking the Work Program course concurrently. Students who fail the Work Program course first semester will be removed from the work program for 2<sup>nd</sup> semester.
- The student must work a minimum of (3) school days per week and a minimum of 15 hours of work time per week. The 15 hour requirement is the responsibility of the student worker, not the employer.
- The student must provide his/her transportation to and from school and work.
- **Attendance is required at both school and work. A student cannot miss school and still go to work. Exceptions include school related absences or family emergencies.**
- A student must remain on his/her training station for the entire school year. (There is no job hopping because a contract is signed for the entire school year). Additionally, if a student is fired from their job for egregious reasons (stealing, harassment, falsifying hours, etc.) they will fail the course for the semester and not be re-admitted to the Work Program. Changing jobs without prior notification/approval will result in the removal from the Work Program with a grade of F. If a student is fired from their job for a non-egregious reason, they will have 10 days from the day of being fired to find a new job.
- **Senior students who have already taken the course portion of the Work Program (or the Career Exploration course) will be required to meet with the Work Program coordinator once per week to turn in weekly reports. Failure to meet with the coordinator will result in removal from the program.**
- The students sponsor an Employer Appreciation Banquet in May to show their gratitude for being employed for the school year. Attendance at the banquet is required and the cost is \$25.00. Dues are collected by the end of the first nine weeks. Students in the program for one semester will pay \$13.00.

**Applicant Information**

Full Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Address: \_\_\_\_\_  
(Street Address) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_  
(Preferred number) (2<sup>nd</sup> number)

Guardian(s) \_\_\_\_\_  
(Father or Guardian) (Mother or Guardian)

Class for 2018-19 School Year:  Junior  Senior

Applying for  First Semester  Second Semester  Entire Year

**Employment for Work Program**

Employer \_\_\_\_\_

Dates Employed \_\_\_\_\_ through \_\_\_\_\_

Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_

Will this be the job you will have for the Work Program?  Yes  No  
**If no, what will your job be?**

Do you currently have your own transportation that can be used to and from work?  Yes  No

**Signatures**

\_\_\_\_\_  
(Applicant) (Date)

\_\_\_\_\_  
(Parent or Guardian) (Date)