

CAREER PREPARATION STUDENT APPLICATION WORK-BASED LEARNING PROGRAM

Program you are interested in: (circle one)

Family and Consumer Science

Marketing Education

Office Education

Name _____
Last
First
Middle

Phone Number _____ Cell Phone # _____

Address _____ Zip _____

Age _____ Birth Date _____ SS# _____ DL# _____

Home Campus _____ Grade Level _____ Counselor _____

Why do you wish to enroll in the Career Preparation Program?

What are your plans after graduation?

In order of preference, list the types of work you would like when enrolled in Cooperative Education?

1. _____
2. _____
3. _____

Can you work mornings? ___ Afternoons? ___ Evenings? ___ Weekends? ___ Holidays? ___

When will you be able to start work? _____

List all Career and Technology courses completed related to the Career Preparation Program that you've selected.

Name of Course	School	Year	Teacher
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Were you absent from school more than five times last year? If so, explain.

How many credits will you need after this year to graduate? _____

List previous employment:

Employer	Dates Employed	Type of Work
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONDITIONAL AGREEMENT FOR COOPERATIVE EDUCATION CREDIT

On acceptance in this course, the student agrees:

1. To be regular in school attendance (90% of scheduled days each semester as required by law) or notify the teacher each day of absence.
2. To be regular in job attendance according to the work scheduled at the place of employment.
3. To accept an alternate schedule if not employed within two weeks after entrance into the Work-based Learning Program.
4. To abide by the rules and regulations of the employer.
5. To work a minimum of 15 hours per week.
6. To exhibit a positive attitude while at work and keep temper under control. Counseling is available at school when requested through proper procedures.
7. If the job is lost because of student attitude or student behavior problems, the student loses credit for the course.
8. To consult with the teacher regarding conflicts at work.
9. The parent or responsible person agrees to the involvement of the student in this cooperative work experience.
10. To give a two weeks written notice if resigning the job. The teacher is to receive a copy of resignation notice **before** submitting original to employer.
11. Another job must be secured before resigning the current job and the new job must meet approval of Teacher/Course.
12. A grade penalty will be given if student does not call the teacher when absent from any class, OR is absent from school and goes to work without discussing the absence with the teacher first. Generally, working the day of absence from school will not be permitted. Extenuating circumstances will be considered if the student contacts the teacher prior to going to work and receives permission from the teacher to work.
13. The hours worked when absence is unexcused will not count as part of the required minimum number of hours.

Student

Date

Parent

Date