

EDISON PREPARATORY HIGH SCHOOL

STUDENT APPLICATION FOR BUSINESS & IT CAPSTONE (JOB OUT PROGRAM)

I understand that this program is available only to students who:

1. Are seniors in high school.
2. Have been accepted for enrollment as a full-time student in a career tech program which meets the standards prescribed by the State Board for Career and Technical Education and the local agency for Career Tech.
3. Are in need of earnings for such employment to commence or continue his/education.
4. Are at least 15 years of age at the commencement of student's employment.
5. Are capable, in the opinion of the appropriate school authorities, of maintaining good academic standing while employed under the Job-Out Program.

I promise that if I am accepted for the Job-Out Program, I shall accept the responsibilities of the job. I shall perform my assigned job in an acceptable manner. I shall abide by the rules and regulations of the program.

Student's Name (print) _____ Cell _____

Signature of Student _____

I approve of my student's participation in the Job-Out Program. I understand that transportation to/from his/her job will be provided by the student/parent.

Parent's Name: (print) _____ Cell _____

Signature of Parent/Guardian: _____

Signature of Teacher Coordinator: _____

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FOR OFFICE USE ONLY

Job/Company _____

NOTES: Tested out FOT _____

Enroll in Job-Out Hour: _____

Completed Courses: FOT _____ FOAT _____

Enroll in FOAT _____ Customer Assistance: _____

Counselor: _____

Date Approved: _____

**EDISON PREPARATORY HIGH SCHOOL
BUSINESS & IT CAPSTONE (JOB OUT) PROGRAM AGREEMENT**

Student Name _____ ID# _____
Address _____ Cell # _____
Date of Birth _____ Approx. # of Hours Per Week _____ Date Started _____
Company Name _____ Phone # _____
Company Address _____
Job Title _____ Supervisor/Manager _____
Parent/Guardian _____ Cell # _____
Parent/Guardian Work # _____ Home # _____

STUDENT RESPONSIBILITIES

1. The student will work a minimum of 10 hours per week and will meet the requirements of the school regarding classwork.
2. The student agrees to abide by all rules set forth by the teacher-coordinator and the employer.
3. The student will not terminate employment without approval of the teacher-coordinator.

TEACHER-COORDINATOR RESPONSIBILITIES

1. The teacher-coordinator will explain the program and guide the student concerning work-related issues.
2. The coordinator and the employer will work together on any work-related problems concerning the student.
3. The coordinator will observe and evaluate the student at work and visit in person with the supervisor at least once in order to assure successful occupational progress.

PARENT RESPONSIBILITIES

1. The parents (or guardian) will be responsible for the personal conduct of the student while participating in the program.
2. The parents (or guardian) will assume full responsibility for any action or happening pertaining to the student from the time the student leaves school until he/she reports to his/her job.
3. The parent will ensure that transportation to and from the worksite is provided.

EMPLOYER RESPONSIBILITIES

1. The company will employ the student on a part-time basis and will provide the proper training for the student to complete the occupational objective for the position.
2. The schedule of compensation shall be mutually agreed upon by the company and the student.
3. The supervisor/manager will assist the teacher coordinator by providing pertinent information that will ensure successful progress of the student.
4. Before dismissing a student, except in cases of drug use or theft, the supervisor/manager will discuss the reasons for such action with the teacher coordinator.

We, the undersigned, indicate by affixing of our signatures that we have read and agree to abide by the items listed above:

Student

Employer (Supervisor/Manager)

Parent/Guardian

Teacher Coordinator

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STUDENT APPLICATION FOR BUSINESS & IT CAPSTONE (JOB-OUT PROGRAM)
PERFORMANCE APPRAISAL SUMMARY

Student Name _____ Date _____

Company _____ Supervisor _____

Please evaluate the Business and IT Capstone (Job Out) student by circling the rating that most nearly describes the performance or characteristic with "1" being the lowest rating. If the factor cannot be observed in the present position, indicate by circling "NA". Write comments on the space provided or use page two for additional comments. Thank you for your assistance.

1. **JOB KNOWLEDGE:** Understanding of process and procedures in work assigned.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

2. **JUDGMENT:** Ability to make simple decisions based on logical reasoning.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

3. **COMPREHENSION:** Ability to interpret and respond to instructions, situations, methods and procedures.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

4. **QUANTITY OF WORK:** Volume acceptable to what may be reasonably expected.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

5. **QUALITY OF WORK:** Based on appearance, accuracy and timeliness.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

6. **PERSONAL APPEARANCE AND GROOMING:** Dresses for the position; is neat and clean.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

7. **PERSONALITY AND ATTITUDE:** Exhibits poise, tact, enthusiasm and cooperation.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

8. **INITIATIVE AND RESOURCEFULNESS:** Acts responsibly; works on own initiative.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

9. **DEPENDABILITY:** On the job everyday, on time; calls when absence or tardy is necessary.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

10. **EMOTIONAL STABILITY:** Tolerates pressure; responds positively to criticism.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

11. **ORAL COMMUNICATION:** Ability to communicate in person and on the telephone.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

12. **GOOD HOUSEKEEPING:** Organizes for efficiency; keeps things in order; cares properly for equipment.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

13. **SAFETY:** Demonstrates safe work habits.
1 2 3 4 5 6 7 8 9 10 NA

Comments: _____

OVERALL PERFORMANCE: Does Not Meet Standards _____ Meets Standards _____ Exceeds Standards _____

Is person suitable for the position? Yes _____ No _____

SUPERVISOR'S COMMENTS:

KEY OBJECTIVES FOR FUTURE DEVELOPMENT:

On the Job: _____

In the Classroom: _____

Supervisor

Dated _____

Student

Dated _____

Teacher Coordinator

Dated _____