

**WAKULLA HIGH SCHOOL
ON-THE-JOB TRAINING - STUDENT/EMPLOYER TRAINING AGREEMENT**

Name of Company: _____ Contact/Supervisory: _____

Address, City, State, Zip: _____

Business Telephone: _____ Email: _____

Intend to employ: _____
(First Name) (Middle Name) (Last Name)

In capacity of: _____ / _____
(Duties of Minor) (Type of Industry)

Beverage License? (Yes / No) If yes, Type: _____

_____ days per week _____ hours per day, between the hours of _____ a.m. and _____ p.m.

EMPLOYER RESPONSIBILITIES FOR ON-THE-JOB TRAINING: The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experiences of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions. The trainee will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all State and Federal Regulations regarding employment, Child Labor Laws and minimum wages, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, religion, national origin, marital status, age or disability. The employer agrees to employ the student trainee during the school day/week for which he/she is scheduled for On-The-Job Training. The employer agrees to verify trainee work hours and evaluate the trainee's progress of required duties each grading period throughout the school year.

PARENT/GUARDIAN'S RESPONSIBILITIES FOR ON-THE-JOB TRAINING: Parents and/or guardians agree for the student to participate in On-The-Job Training as provided by the public schools. Parents and/or guardians agree to sign each required time sheet, for each grading period throughout the school year and agree to all items in the "Student Agreement" and the "Employer Training Agreement."

TRAINEE'S RESPONSIBILITIES FOR ON-THE-JOB TRAINING: The trainee agrees to follow rules and guidelines established by the school, employer and teacher/coordinator with regard to hours of work, school attendance and reporting procedures.

TEACHER/COORDINATOR'S RESPONSIBILITIES FOR ON-THE-JOB TRAINING: The teacher/coordinator agrees to visit each trainee at the training station, as needed, and will maintain a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The teacher/coordinator will contact each trainee's parent and/or guardian prior to job placement and during the school year. The local education office will keep each trainee's Training Agreement on file for three (3) years.

This document establishes an agreement between the school and employer on the conditions of training to be given a student while on the job. It should not be interpreted as a legal instrument nor any form of binding contract.

We, the undersigned, have read the training agreement and understand the conditions and provisions contained therein.

Employer Signature Date

Teacher/Coordinator Signature Date

Parent/Guardian Signature Date

Student Trainee Signature Date

WAKULLA HIGH SCHOOL On-*the*-Job TRAINING PLAN

Student Name _____ OJT Release Period(s) _____

Student Current Phone Numbers _____ Student Date of Birth: _____

(Work) _____ (Cell) _____ (Home) _____

Training Agreement on File? YES NO Student Job Title: _____

Name of Company _____

Company Address _____

City, State, Zip _____

Name of Supervisor _____ Phone Number _____

A. Specific Tasks

(Performs any combination of the following duties in an establishment under qualified supervision)

List Specific Tasks for On-the-Job Employment

Special Duties/Tasks to be Learned

B. General Tasks/Employability Skills Needed for Success for On-the-Job Training

Please check all that apply

	Maintain neat, attractive personal appearance with good posture
	Maintain clean, well-pressed clothes and specific clothes (if required)
	Exhibit a cheerful, positive attitude and professional manner
	Demonstrate an understanding of the company's vision and goals
	Demonstrate an understanding of the company's products and/or services
	Demonstrate interpersonal skills which enhance team productivity
	Demonstrate the ability to resolve customer, employee/employer issues
	Demonstrate legal and ethical behavior within the scope of job responsibilities
	Exhibit behavior supporting and promoting cultural and ethnic diversity
	Follow policies affecting health, safety and well-being of all workplace members
	Display acceptable level of production and quality control
	Demonstrate acceptable work habits and conduct as defined by company policy
	Exhibit effective workplace safety practices including use of protective devices

C. List the company's vision and goals and what the company does.

List how you fit into the company's vision and goals. (Demonstrate an understanding of the company's products/services).

Signature of Employer/Supervisor _____ Date _____

Signature of OJT Student _____ Date _____

CTE Nondiscrimination Statement:

Wakulla County School District offers the following career and technical programs, including career academies wherein students may earn industry certification on the Wakulla High School Campus: *Aerospace, *Phlebotomy, Engineering Academy, Medical Academy, Cosmetology, Digital Design, *Culinary Arts, *Architecture & Construction, *HVAC, *Automotive Service Technology and *Applied Welding Technologies. *Denotes secondary and post-secondary courses offered. All post-secondary courses are offered on the Wakulla High School campus and students earn high school credit.

Post-secondary courses are offered on the Wakulla High School campus or Lively Technical Center and students earn college credit.

Admission/Selection Criteria:

*Student is required to be 16 years old OR have completed 9th grade.

*2.0 GPA Unweighted GPA.

*Attendance & Discipline records will be reviewed.

Engineering Academy and Medical Academy require different admissions criteria. See web pages for additional information and applications.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; lori.sandgren@wcsb.us.

Name and/or Title: Lori Sandgren

Office Address: 69 Arran Road Crawfordville, FL 32327

Phone Number (Voice/TDD): (850) 926-0065

E-mail: Lori.Sandgren@wcsb.us

School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Name and/or Title: Lori Sandgren

Office Address: 69 Arran Road Crawfordville, FL 32327

Phone Number (Voice/TDD): (850) 926-0065

E-mail: Lori.Sandgren@wcsb.us