

# Work Experience Education Training Agreement

Concord High School Work Experience Class

Employer Work Site: \_\_\_\_\_

Student: \_\_\_\_\_

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

This agreement covers the school year 2020-2021

*This agreement between Concord High School, the employer, the student, and his/her parent or guardian defines responsibilities that each accepts and agrees to as shown by their signature.*

## School Responsibilities:

1. Coordinate the work experience class with the related class, one work experience class per related class.
2. Provide forms and maintain adequate records
3. Act as liaison between the parties of this agreement.
4. Screen and select student-learning applicants.
5. Provide general related instruction.
6. Notify the employer in advance if the employment status of the student changes (when possible).
7. Make visitations to the Work Site once every school quarter (2 times a semester) to discuss student progress, evaluate the work site and coordinate the program.
8. Evaluate the student and assign letter grades and credits.

## Employer Responsibilities:

1. Employ the student for at least (5) hours per week, per class credit.
2. Employer may not be a parent or guardian of the student.
3. Provide safe working conditions and safety instruction for tasks and duties performed during the training period for the student learner.
4. Release the student from his/her work schedule to participate in school activities, providing prior arrangements have been made.
5. Provide instruction and training in the various phases of the training named above.
6. Assign training supervisor who will evaluate and supervise the student as agreed upon.
7. Meet with the coordinator to discuss the student's progress.
8. Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
9. No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, age, disability, creed, or national origin. Age shall be considered only with respect to minimums set by law as specified by the state.

## Student Responsibilities:

1. Perform the necessary tasks and follow instructions as given by the teacher-coordinator and/or employer.
2. Attend any related class as required.
3. Provide transportation to and from place of employment.
4. Notify the teacher-coordinator and the employer on day of absence or late arrival prior to starting time (when possible).
5. Not to report to work on days absent from school.
6. File complete weekly reports on his/her job activities as required.
7. Report to the coordinator as soon as possible when problems arise affecting his/her employment.
8. Work to improve skills, knowledge, and personal qualities.

*I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.*

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date