

CAREER PLACEMENT APPLICATION



The purpose of this document is to make a plan for a proposed career placement opportunity. While we want to make sure we meet the needs of our students, we must also work to keep graduation as our top priority. To participate in our Career Placement Program, students must meet the following criteria and all of the following must be agreed upon.

To be eligible for Career Placement, students must meet the following criteria:

1. All required forms submitted (Emergency Medical Form, parking permit, etc).
2. Student Fees are paid.
3. Earn a “C” average for classes.
4. Have fewer than 5 days of Unexcused Absences.
5. Have fewer than 5 tardies.
6. All online or credit recovery courses complete.
7. Graduation Pathway is complete.

2024-25 School Year Career Placement Timelines

Priority Career Placement | Starting 1st Quarter

- Students must have completed all the requirements for Career Placement by the **end of their Junior year.**
- Students will be scheduled into specific academic courses that align with the students' graduation plan. These courses will start with 1st bell and build through 4th bell.
- Students will be able to leave for Career Placement at the conclusion of their final academic class with an approved Career Placement Packet.

Early Career Placement | Starting 2nd Quarter

- Students must have completed all the requirements for Career Placement by the **end of first quarter.**
- No student schedules will be changed until the end of the first semester and any changes must align with the student's graduation plan.
- Students will be able to leave for Career Placement at the conclusion of their final academic class with an approved Career Placement Packet.

Career Placement | Starting 2nd Semester

- Students must have completed all the requirements for Career Placement.
- No student schedules will be changed for the remainder of the year.
- Students will be able to leave for Career Placement at the conclusion of their final academic class with an approved Career Placement Packet.



Career Placement Guidelines and Agreements

Students on Career Placement will follow a training plan that is developed collaboratively with the Employer/Supervisor and the Career Tech instructor that extends learning from the classroom to a work environment. In order for a student to be on Career Placement, all parties must follow the terms below.

Student | While on Career Placement, the student agrees to:

- Maintain passing grades in all academic classes.
- Submit Weekly Report to their CT Instructor. (pay stubs)
- Follow school requirements and guidelines and report them to the employer as needed.
- Contact their employer and CT Instructor if they have to miss work for any reason.
- Upon termination, either voluntarily or involuntarily, the student will report to WCCC for continuing instruction beginning the next school day.

Parent/Guardian | While the student is on Career Placement, the parent/guardian agrees to:

- Monitor student agreements and support school decision on placement.
- Understand Career Placement is for lab time only and students must attend all academic courses.
- Assume responsibility for the student's whereabouts and/or actions when the student is released from school to report to the workplace.
- Report all student absences and understand a student is not permitted to work on days they are absent from school.

Career Tech Instructor | While the student is on Career Placement, the instructor agrees to:

- Explain the purpose of the Career Placement program to the employer/supervisor.
- Collaborate with the employer/supervisor to develop a Training Program for the student.
- Coordinate all facets of career placement and provide a copy of the career placement agreement to the employer.
- Enforce all Career Placement policies regarding grades and attendance.

Employer | In addition to other Career Placement requirements, the employer agrees to:

- Allow school representatives to visit the student and mentor at the workplace.
- Provide the student with the same equal treatment, consideration, and benefits given other employees regarding safety, health, social security, wage, and general working conditions.
- Notify the instructor if the student is absent without notification.
- Notify the instructor if any major problems arise with the student.
- Notify the instructor prior to a student being discharged/terminated or transferred.
- Prohibit any student from working on days they are reported absent from school.
- Submit Student Evaluation Form to the Career Tech Instructor bi-weekly.
- Ensure that the students will work a minimum of 15 hours per week and are paid in compliance with Ohio and Federal Law including applicable insurances (workers compensation, etc.).
- The employer will be an equal opportunity employer and will not discriminate against the student based on race, color, national origin, sex, or disability and post harassment policies.
- Students must be payroll employees, shall not be considered "independent contractors," and must not be used as a means to displace a regular employee.



Career Placement Application

Student Name:		ID#	
Student Program:		Student's Phone:	
Employer/Company:			
Direct Supervisor's Name:			
Supervisor's Phone:			
Supervisor's Email:			

Career Placement Supervisor To Complete This Section				
Start Date:		End Date:		
Job Duties and/or Areas of Responsibility for Student Learner	Weekly Schedule			
	Day	From	To	Total
1.				
2.	Monday			
3.	Tuesday			
4.	Wednesday			
5.	Thursday			
6.	Friday			

Signatures

Your signature indicates agreement to the terms of the training plan outlined above, as well as applicable terms of the Career Placement Guidelines and Agreements.

Student _____

Date _____

Parent/Guardian _____

Date _____

Instructor _____

Date _____

Supervisor Signature _____

Date _____



Career Placement Qualifications

After all areas of the application have been completed, turn this form into your Counselor. They will complete the information below to submit to the Campus Director. Plan in advance as completion of this process can take up to 5 school days. Once all the information is gathered, the Campus Director will speak with you about the next steps.

Student Information			
Student Name:			
Student Program:			
IEP / 504:		Home School Activities:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Graduation Status			
Graduation Pathway:	<input type="checkbox"/> Complete	<input type="checkbox"/> In Progress	
Credit Requirements:	<input type="checkbox"/> On Track	<input type="checkbox"/> Deficient	
GPA:			
Unexcused Absences:		Tardies:	
Notes:			

School Requirements	
Student Fees Owed:	<input type="checkbox"/> Paid <input type="checkbox"/> Owes: _____
Student Forms	<input type="checkbox"/> Complete

Your signature indicates your acknowledgement of the student's application and have discussed conditions of Career Placement.

Counselor _____

Date _____

Intervention Specialist _____

Date _____

Campus Director _____

Date _____