PINELLAS COUNTY SCHOOLS OJT Period(s) _____

CAREER & TECHNICAL EDUCATION PROGRAMS
WORK EXPERIENCE
STUDENT APPLICATION/AGREEMENT AND VISITATION RECORD

Name _____ Home Phone _____
Last First Middle

Address _____ Cell Phone _____

City _____ State _____ Zip Code _____

Current Grade Level _____ Date of Birth _____

Father's Name _____ Email _____
(guardian)
Business Name and Phone _____ Cell Phone _____

Mother's Name _____ Email _____
(guardian)
Business Name and Address _____ Cell Phone _____

What type of transportation do you have for work? Car ____ Bus ____ Other (Specify) _____

Auto Insurance policy name and number _____

Driver's License Number _____

In what type of occupation do you desire training? _____

Explain any special needs you may have to be considered in job placement: _____

What skills do you have? Word Processing _____ Spreadsheet _____ Other _____

Future goals: (circle one) College Career/Technical School Military Full-time Employment

Completed courses in Career and Technical Education

Year	School	Program	Course	Instructor

Place of Employment	Supervisor's Name	Work Phone No.	Type of Work	Dates Worked

If you have been employed before enrolling in cooperative education, fill in the following:

Cooperative education training agency/station	Supervisor's Name	Work Phone No.	Type of Work	Dates Worked

STUDENT AGREEMENT

Realizing the student's performance on the job will reflect upon the student, the school, and the employer, and as a condition for acceptance into the cooperative education program, we agree to the following:

1. To realize that no special concessions or privileges will be granted to me by the employer because I am a student enrolled in the cooperative program.
2. To be prompt and regular in attendance at school and work.
3. To know that if I am absent for any part of the school day, I will also be marked absent for my OJT periods and cannot work that day without my coordinator's approval.
4. To know that if my conduct or work on the job or in the classroom is unsatisfactory, my enrollment in the cooperative education program may be discontinued by the coordinator and I will fail the course.
5. To know that if I fail the work experience class, I will not receive course modification credit.
6. To know that if I forge time sheets and/or employer evaluations, I will be subject to the consequences listed in the Student Code of Conduct.
7. I understand that I must work a minimum of 8 hours per week for 18 weeks (144 hrs.) to earn 1/2 credit; and 16 hours per week for 18 weeks (288 hrs.) to earn 1 credit. If I am enrolled in multiple periods of OJT, I understand I must work these minimum hours for each OJT period. Failure to work these minimum hour requirements will result in a final grade of "F" in the course. **I understand that I cannot quit working during the semester once I have reached the minimum hours required**.
8. To know that the Coordinator is the final authority for student job placement and if I change jobs without prior Coordinator approval, it may result in my failing the course. Also, that my job must include workers compensation and paycheck deductions for FICA (Social Security) and income tax. I may not work as an independent contractor.
9. To know if I am fired for cause (shoplifting, insubordination, failure to show up for work, etc.), I shall receive a grade of "F" for the semester, be assigned to school for the OJT periods until the end of the semester, and be dropped from the program at the end of the semester or as soon as possible.
10. To realize that I must provide my own transportation or be terminated from the program.
11. To know the use of illegal drugs or abuse of alcohol at school, school-related activities, or on the job will result in immediate termination from the cooperative education program. I must follow all rules and regulations outlined in the Pinellas County Code of Student Conduct.
12. To follow all other rules that have been established for students in the cooperative program, both at school and on the job.
13. Failure to turn in required documents (timesheets, evaluations, training agreement, training plans, etc.) will result in a grade of "F" for the grading period and semester.

We have read and understand our obligations to the cooperative education program:

_____	_____	_____
Student's Signature	Parent/Guardian Signature	Date

COORDINATOR'S OJT VISITATION RECORD	
Dates	Summary of Student's Performance/Progress