



Work Experience Application

Before you can be enrolled in Work Experience, there are a couple of steps that you must complete:

1. You **MUST** have a job
2. You must have a **MINIMUM 2.0 GPA**
3. You must have **90% Attendance**
4. List the classes and periods you want to have Work Experience
5. All of the forms in this Packet must be completed and signed by You, your Parent **AND** your BOSS

STUDENT INFORMATION:

Student ID # _____ Age _____ Birthday _____

Last Name: _____ First Name: _____

Address: _____ City/Zip _____

Student Cell#: (____) ____ - ____ Counselor: _____

Circle: Junior/Senior

School Site: HWHS, HHS, SPHS

Circle: Requested Periods of Work Experience: **1, 2, 6, 7** (No more than 2 Periods off campus)

PARENT/GUARDIAN INFORMATION:

Mother: _____ Father: _____ Best Contact #: (____) ____ - ____

STUDENT JOB SITE INFORMATION:

Business: _____ Supervisor: _____

Address: _____ City/Zip: _____

Phone #: (____) ____ - ____ Text: Yes or No Student Job Title: _____

Email: _____

Return the completed packet to Mrs Blanchard's mailbox at HWHS and send an email to sblanchard@hjuhsd.org to let her know.

Updated May 2026

Shirley Blanchard HJUHS D Work Experience Coordinator 559.530.6012 sblanchard@hjuhsd.org



Work Experience Education Rules and Procedures

Mrs. Blanchard: HJUHS D Work Experience Coordinator

Ways to contact Mrs Blanchard:

- EMAIL is the BEST way. In your email include the following information:
 - Your school site (HHS, HWHS or SPHS)
 - Your Student ID number

Your questions can all be answered easily via email. Please ask!

sblanchard@hjuhsd.k12.ca.us

Pick up an application in the Career Center or Room 758 @HWHS

- ★ Attendance is **MANDATORY**!!!! This class meets once a week, and attendance is counted as part of your grade! (60%!)
- ★ NO SHOW=A ZERO in the gradebook Tardies are unacceptable. Be on time!!
- ★ ONE assignment will be assigned each week we meet. All assignments are due the next meeting. No late assignments accepted.
- ★ Turn in **ALL** of your pay stubs as you get them! Take a picture of it and email it to me with the subject: PAY STUBS

Course Credit:

- ❖ You earn 1 unit of credit for every 28 hours you work at your job. These hours are verified by your pay stubs. One period of work experience is allowed a maximum of 5 units and two periods have a max of 10 units.
- ❖ To make sure you work enough hours, you need to work AT LEAST 10 hours a week for one period of Work Experience and AT LEAST 20 hours a week for two periods of Work Experience. The total amount of hours you need by the end of each semester is:
- ❖ 140 hours for one period of work experience ($140/28=5$)
- ❖ 280 hours for two periods of work experience ($280/28=10$)

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- ❖ All hours are totaled at the end of each semester then that number is divided by 28 to determine the number of units of credit earned.
- ❖ A MAXIMUM of two periods of work experience may be taken per semester as a junior or a senior
- ❖ You must maintain a 2.0 GPA and 90% attendance while enrolled in the Work Experience class. If you don't, you could possibly be removed from the class.
- ❖ You are not to be on campus during your work experience periods.

Class meetings:

Where: HWHS Room 758

When: Thursday, 7:30 AM

If a Foggy Day schedule is called before 7 AM - Class will be canceled.

This class SHOULD be an easy A!!! As long as you do these 3 things:

- You attend class every meeting
- Complete each weekly assignment
- Turn in ALL of your pay stubs

Let your boss know when we have class meetings so they don't schedule you during that time of day.





HJUHS D WORK EXPERIENCE TRAINING AGREEMENT

Student: _____ **School Site:** HWHS HHS SPHS

The purpose of this Work Experience Program is to acquire occupational and employability skills. The purpose of this agreement is to show the responsibilities of all parties concerned.

****No person shall be excluded from participation in or denied the benefits of any local agency's program or activity on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity conducted by an educational institution or any other local agency which is funded directly by or that receives benefits from any state financial assistance. (SCCR, Chp. 5.5, SubChp.1 Art. 1)****

STUDENT WILL:

1. Follow the program rule and regulations as established by HJUHS D and employer
2. Maintain 90% Attendance and punctuality in school and on the job
3. Attend all weekly class meetings, complete the one assignment a week and submit all pay stubs in a timely manner
4. Talk to HJUHS D Work Experience Coordinator if quitting, changing or adding jobs
5. Notify the HJUHS D Work Experience Coordinator of any job related issues that might affect performance on the job.

PARENT/GUARDIAN WILL:

1. Grant permission to the student to leave campus during WEE (Work Experience Education) periods, and assume responsibility for the safety and conduct of the student while traveling between school, home and job site.
2. Assist students with responsibilities and attendance. STUDENTS MAY NOT WORK IF ABSENT OR SUSPENDED FROM SCHOOL
3. Ensure students attend weekly WEE class meetings.

COORDINATOR WILL:

1. Inform students of WEE expectations
2. Conduct two visits, per semester, with a supervisor at each students job site
3. Maintain all program/student records as required by the California Department of Education
4. Conduct and coordinate related weekly classroom instruction
5. Assign grades
6. Drop a student whose GPA drops below 2.0 for the semester
7. Assist in the resolution of student's job related issues that might be affecting their performance at school or work.

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EMPLOYER WILL:

1. Assign students to jobs without regard to race, color, national origin, religion, sex or disability.
2. Maintain a workplace free of sexual harassment
3. Provide continuous employment with a minimum 10 - 20 hours per week throughout the semester, reserving the right to terminate the employee for just cause
4. Properly train students for all duties expected on the job
5. Provide safety training for reasonable protection against injury and damage
6. Provide adequate equipment, materials, and facilities to allow for job performance.
7. Maintain supervision of the student and assist the student on the job (if needed).
8. Comply with ALL California State Child Labor Laws, and Federal Department of Labor rules and regulations in regards to employing minors.
9. Complete two written evaluations each semester and discuss student's performance with the coordinator and the student

THE FOLLOWING MUST BE COMPLETED BY THE EMPLOYER AND SIGNED BY:

STUDENT (PRINT) _____

STUDENT (SIGNATURE) _____ DATE: _____

PARENT/GUARDIAN (PRINT) _____

PARENT/GUARDIAN (SIGNATURE) _____ DATE: _____

NAME OF BUSINESS: _____

Supervisor (PRINT) _____

Supervisor (SIGNATURE) _____ DATE: _____

HJUHS D WEE COORDINATOR _____ DATE: _____

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WORK EXPERIENCE EDUCATION STUDENT TRAINING PLAN

Student: _____ Job Title: _____

Employer: _____ Business #: (____) _____ - _____

Supervisor: _____

Specific Job Duties:

1. _____
2. _____
3. _____

Job Training Objectives: The employer and student shall identify job-training objectives that are to be accomplished at the job. What will the student learn at work this semester?

Sample Job Training Objectives:

1. Learn opening/closing procedures
2. learn to order store products
3. learn to inventory store merchandise
4. learn customer service skills

List Job Training Objectives:

1. _____
2. _____
3. _____

We agree with the validity of the learning objectives listed above. The employer and the school district agree to provide the necessary supervision and counseling to insure that the student receives appropriate educational benefit from this experience.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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HJUHS D WEE Coordinator Signature: _____



Date: _____

APPLICATION FOR PERMISSION TO WORK PAST 10:00 PM

I intend to employ _____ at _____

later than **10:00 PM but no later than 12:30 AM.** Under the provisions of the work permit and conditions set forth in:

Section 1391.1 of the California Labor Code:

Minors 16 years of age or older and under the age of 18 years enrolled in Work Experience programs approved by the state department of education may work after 10:00 PM but no later than 12:30 AM providing such employment is not detrimental to the health, education, or welfare of the minor and approval has been obtained. However, if any such minor works anytime during the hours from 10:00 PM to 12:30 AM, he/she shall be paid for working during that time at a rate which is not less than the minimum wage paid to adults.

EMPLOYER: _____ DATE: _____

I understand that upon approval of the above, I must maintain satisfactory school progress and attend school promptly and regularly, otherwise, permission would be revoked.

STUDENT: _____ DATE: _____

Permission is granted for the above named student to work later than 10:00 PM according to the conditions set forth in Section 1391.1 of the California Labor Code

PARENT/GUARDIAN: _____ DATE: _____

HJUHS D WEE COORDINATOR: _____ DATE: _____

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Hanford Joint Union High School District

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