

THE SCHOOL DISTRICT OF LEE COUNTY

Technical, Career and Adult Education
Application for Work Based Learning Courses

ESTERO HIGH SCHOOL

Complete the Work Based Learning Application, attach all required documentation and return to **Mrs. Baxa** by **April 1, 2019**. Application does not guarantee acceptance to the course.

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City: _____ State: FL ZIP: _____ Telephone: _____

Education Information:

Current GPA: _____ Number of Absences Previous Semester: _____

Number of Referrals Previous Semester: _____ Reason/s: _____

Current Employment Information:

Attach a PAPER copy of your most recent payroll document/check.

Employer/Business Name: _____

Physical Address of Employer:

Address: _____

City: _____ State: FL ZIP: _____ Telephone: _____

Supervisor/Manager Name: _____

Mailing Address of Employer (If different from above)

Address: _____

City: _____ State: FL ZIP: _____ Telephone: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Requirements of Student Work Based Learning Opportunities (OJT)

1. **Time cards** are turned in monthly along with a copy of a paystub for that month. Time cards must be signed and dated by the student and employer. Time cards must have daily and monthly hours worked, they must have dates for every week (please print clearly and only use black or blue pen). Time cards are due the first week of the month for the previous month (ex: September's time card is due the first week of October).
 - a. Hours needed for credits are as follows:
 - **1 period 4 hours weekly 72 hours by the end of the semester**
 - Total hours must be completed by the end of the semester. These are the minimum hours needed to receive credit. Failure to reach the proper amount of hours will result in the failing of OJT. Only Include hours on your time card for days you come to school.

- b. Student is not allowed to report to work when he/she is absent from school. Do not include these hours on your time card when absent from school.
 - c. Student must submit a recent pay stub to confirm employment.
 - d. Students missing timecards will be required to stay at school until the end of the regularly scheduled school day.
2. **Training Plan** should be completed and signed by those indicated on the plan (Teacher, parent, employer and student).
 3. **Training Agreement** should be completed and signed by those indicated on the agreement (Teacher, parent, employer and student).
 4. **Employer evaluation** must be completed once per quarter by employer and OJT coordinator.
 5. **Employment Site Visits:** The OJT coordinator will perform site visits minimum of once per semester.
 6. Students are not allowed to quit their job. Students must speak with OJT coordinator before leaving their current job, they will both work together following the Job transfer guidelines. **If student is fired from his/her job, they will automatically fail their OJT class and be removed from OJT.**

All of the above paperwork must be submitted with in timeline given. Failure to return paperwork in a timely manner will result in the student denial to leave school early and/or removal from OJT. Student's paperwork will be kept for state auditing purposes.

I have read and understand the above OJT information sheet.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____