

Walton Verona High School
WORK EXPERIENCE APPLICATION

(Must be returned with your schedule by the same deadline)

PERSONAL INFORMATION

GRADE LEVEL NEXT YEAR _____

NAME _____
 LAST FIRST MIDDLE

ADDRESS _____
 STREET CITY STATE ZIP

PHONE _____

BIRTH DATE _____
 MONTH DAY YR

PARENT CONTACT _____
(one you live with) LAST FIRST

PARENT PHONE _____

PARENT E-MAIL _____

CAREER PLANS

Work Experience Placement Information

(If you already know where your placement will be, please provide this information below - otherwise, this information will be used by coordinator to provide you with suggestions. Ultimately, students are responsible for securing their own placement before the semester they plan to take Work Experience.)

What type of position/career are you seeking for work experience? _____

Where would you like to work to make this career connection? _____

SCHEDULING

Work Experience must be taken as the last course(s) of your academic day - students may NOT enroll in a Work Experience class that would require them to report back to school before the end of the school day. Students will be required to stay at their worksite until 2:45 each day – if this creates a conflict with any after school activities, you must make arrangements with your coach/sponsor that will allow you to stay at the worksite until this time, or do not enroll in Work Experience.

ARE YOU WILLING TO WORK **PAST 2:45 p.m. EACH DAY** IF ASKED TO DO SO BY THE WORK EXPERIENCE EMPLOYER? _____

WORK EXPERIENCE Leave blank if you have no work experience.

PLACE OF EMPLOYMENT #1 _____

DUTIES PERFORMED _____

PLACE OF EMPLOYMENT #2 _____

DUTIES PERFORMED _____

WHAT **SPECIAL SKILLS** DO YOU HAVE THAT ARE RELATED TO YOUR CAREER INTEREST, WHICH COULD POSSIBLY BE USED IN THE WORKPLACE? Example: computer skills, strong in math, landscaping, floral design, mechanics, construction, peer tutor, etc.?

LIST YOUR SPECIAL SKILLS BELOW:

This application does NOT guarantee acceptance into the Work Experience program. Each applicant must be approved by school administrators before Work Experience will be placed on the student’s schedule.

Once accepted into the Work Experience program, **students** are responsible for securing their own placement. School officials may assist the student with this process, however, the school cannot guarantee a placement for every student. Students who have not finalized a Work Experience placement within two weeks of the first day of class are advised to contact the guidance office and change their schedules at that time.

Students will report to class on the first day of Work Experience. Students must provide certain documentation before being allowed to report to the worksite. These documents and more specific instructions will be provided to students once they have been accepted into the Work Experience program.

STUDENT NAME

STUDENT SIGNATURE

PARENT NAME

PARENT SIGNATURE

CHOOSE ONE OR MORE

_____ 4th Period Work Experience

_____ 5th Period Work Experience

_____ 6th Period Fall Work Experience

_____ 6th Period Spring Work Experience