

WORK-BASED LEARNING APPLICATION

Name: _____ Age _____ Date of Birth _____

Expected Graduation Year (circle one): 2019 2020 _____

Address: _____ City _____ Zip _____

E-mail Address: _____

Do you check your email daily? Yes No

Cell _____ Text Messages Yes No

Indicate your future job/career interest: _____

Are you currently employed? Yes No

If NO, what type of job are you interested in pursuing? _____

If NO, is it a requirement for you to be paid in a job/internship? Yes No

If YES, what business do you work for (name)? _____

If YES, about how many hours a week do you work? _____/week

Do you currently (or will you have) a vehicle and school parking permit to travel to work? Yes No

Semester? 1st 2nd Both

Which periods do you want to be released from school? Circle all that apply. 1st 2nd 3rd 4th

What Career Tech classes have you completed? Circle all that apply.

Agriculture (Bray, Calloway, Webb)

Business(Bolen, Drew, Wheeler, White)

Education (Bolen)

Health Occupations(Brooks, Johnson)

AFJROTC(Magnusson, Watson, Willis)

Please list any previous work experience, community service, training, and/or skills you have:

Briefly explain why you want to participate in the Work-Based Learning program:

Parent/Guardian Information:

Name(s): _____ Cell Phone: _____

Parent Email: _____

Please submit this form to the work-based learning coordinator – Ms. Bolen or your counselor.

Work – Based Learning FAQs

What is Work-Based Learning (WBL)?

WBL is an opportunity to be released from school early to go to work and start gaining some real world work experience and get school credit! You can have a paid part-time position or an unpaid internship. We hope to relate your work experience to your long-term career goals and/or your CTAE classroom experience. You can also get credit if you just have a general part-time job. This is a great opportunity to begin building your resume while still in high school.

What are the requirements to take Work-Based Learning?

In order to apply for the WBL program, here are the requirements that you must meet:

- Must be a junior or senior
- Must be at least 16 years old
- Must have taken or be enrolled in a CTAE course
- Maintain a good discipline and attendance record
- Obtain a job prior to first day of school
- Provide your own transportation to/from job site

What do I have to do for the class?

There are two main components of the WBL class:

1. **GO TO WORK.** For each release period, work 7 ½ hours per week. Those hours do not have to literally be from the class period of release every day. You may only go to work 2 or 3 times a week during that time period and work the rest of the hours on Saturday or Sunday. This gives you flexibility with other after school activities like meetings, games and/or practices.
2. **COMPLETE MONTHLY ASSIGNMENTS.** Each month you will have to complete assignments related to a specific topic. Here's an example of what your work may look like one month:
 - a. Monthly time sheets or pay stubs
 - b. Journal reflection
 - c. Activity – Time management and professional appearance
 - d. Employer Evaluation (form)

Some months have more to do than others. These assignments are due during the first week of the next month usually on Monday or Friday depending on what day the month ends.

How do I apply?

Complete the one page application and return it to Ms. Bolen or your counselor. Then give out two teacher recommendations forms so that they can give some feedback on you. They should return those directly to Ms. Bolen. Be sure to register WBL as an elective on your schedule. Set up a meeting with Ms. Bolen to discuss your employment to ensure you meet the criteria for the program or to help you find a position in your area of interest.

Where can I get more information?

Stop by Ms. Bolen's room in the art/computer building.

Email Ms. Bolen at abolen@jeffcityschools.org