



Print name: \_\_\_\_\_

School/Program: \_\_\_\_\_

## Academic Affairs Division

### WORK EXPERIENCE PROGRAM APPLICATION

The Work Experience Program (WE) provides an opportunity for qualified students to receive relevant work experience related to their career and technical field of study and encourages individual growth and exploration within that field.

#### APPLICATION PROCESS:

- A. Students must be at least sixteen (16) years of age to start work.**
- B. The student must submit completed WE forms to their instructor:**
  1. Instructor Recommendation Form
  2. Job Readiness Rating Scale Form
  3. Parent Permission Form
  4. Attendance Verification Form
  5. Secondary Program Credit Form
  6. Unofficial transcript. Have satisfactory grades (2.0) in elective and academic classes.
  7. Résumé
- C. Completed application packet will be reviewed by the instructor and the Work Experience Coordinator:**
  1. Qualified students will be contacted by the Work Experience Coordinator to schedule an appointment to discuss training opportunities.
  2. Ineligible students will be informed by the Instructor or Work Experience Coordinator.