

Work Experience Contract- Employer

Student: _____ School: _____ Date: _____

Student/Worker Position: _____ Birth Date: _____

Supervisor Name: _____ Career Specialist: _____

Work Site Name: _____

Work Site Address/Telephone: _____

Starting Date: _____ Days/Hours Per Week: _____

Starting Wage \$ _____ Other Compensations (i.e. class credit): _____

The Employer agrees to do the following:

- Place the student on the job listed above and assign tasks that have instructional value.
- Monitor the students' work activities.
- Participate in the evaluation of the students' performance.
- Inform the school of problems or concerns as soon as possible.
- Comply with all federal, state, and local health and safety standards as they apply in the workplace.
- Treat information provided by the school (regarding the student) as confidential.
- Comply with all Department of Labor applicable regulations.

The Career Specialist agrees to do the following:

- Insure that the school has on file verification that the student has insurance coverage.
- Insure that the student has on file a signed liability release, transportation permission form.
- Provide necessary medical and emergency care information at work site.
- Provide information relevant to student's job performance which would be beneficial to a successful work experience.
- Visit the job site at regular intervals and/or maintain ongoing communication with employer.
- Respond quickly to any problems or concerns noted by the employer and assist in resolving problems.
- Maintain ongoing contact with student's parents/guardian throughout the work experience.

Employer _____

Career Specialist _____

Student _____

Parent _____