

Trainee _____ Teacher/Coordinator _____

Parent/Guardian _____ Employer _____

School Term _____

HAMILTON COUNTY HIGH SCHOOL
ON THE JOB TRAINING PROGRAM

STUDENT INFORMATION SHEET

Please print the following information:

Personal Information:

Student Name _____

Address _____

Parent/Guardian _____

Telephone Number _____

Employment Information:

Place of Employment _____

Address _____

Telephone Number _____

Supervisor _____

School Term _____

HAMILTON COUNTY HIGH SCHOOL
On The Job Training Program

STUDENT JOB DESCRIPTION

In the space provided below, write a brief description of your job. Discuss your job duties with your immediate job supervisor before completing the job description.

JOB DESCRIPTION:

In the space provided below, write the title of the ultimate career goal you wish to achieve such as a carpenter, teacher, plumber, teller, etc.

YOUR CAREER OBJECTIVE:

In the space provided below, list all of the duties and responsibilities that are assigned to you. List daily job tasks and duties that are routinely assigned to you.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Comments: _____

STUDENT SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

COORDINATOR SIGNATURE: _____

HAMILTON COUNTY HIGH SCHOOL

Guidelines For On The Job Training Credit

The following rules apply in order to receive credit for hours worked:

1. Students are required to follow the absentee policy of Hamilton County High School.
2. Students absent from school on **Friday** may not receive credit for hours worked on **Friday** or **Saturday**.
3. Students absent from school on **Monday** may not receive credit for hours worked on **Sunday** or **Monday**.
4. Students absent from school will not be allowed to receive credit for hours worked that day.
5. Students are responsible for notifying coordinator if they are in school but their name appears on the absentee.
6. Students are allowed **one (1)** job change per year. You are allowed two weeks/10 working days to obtain new employment. If you have not obtained employment within two weeks/10 working days, classes will be scheduled for the co-op periods.
7. Students are responsible to notify coordinator if a job change is to be made.
8. Students must choose between work and extra curricular activities when there is a conflict.
9. Students are required to submit their time sheets at the deadline set by the coordinator. If time sheets are late, **one (1) point** will be deducted from the time sheet due grade for each day the time sheet is late.
10. Students must turn in time sheets, failure to do so will result in loss of credit.
11. When leaving for work, students must check-out through the Dean's office on a special checkout sheet.

AN EXCEPTION TO THIS RULE IS ABSENCE WITH COORDINATOR APPROVAL
(Doctor's appointment, Funeral)

Student Signature: _____

Parent/Guardian Signature: _____

School Term: _____

HAMILTON COUNTY HIGH SCHOOL
ON THE JOB TRAINING STUDENT'S AGREEMENT

The On The Job Training Program is planned to develop a student academically, vocationally, economically, and socially. There are responsibilities the student must accept, and it is necessary that certain rules and regulations be strictly observed.

As a condition of acceptance into the On The Job Training, I agree to the following:'

1. To be regular in attendance at school and on the job.
2. To be punctual at school and on the job.
3. To notify my employer and coordinator in advance in case of necessary absence.
4. To accept counseling and guidance from the coordinator.
5. To be willing to accept the employer's supervision and carry on assigned duties to the best of my ability.
6. To accept the coordinator as the recognized authority for making adjustments or changes in the training or on the job.
7. To accept that if my conduct or work is not satisfactory, my training can be discontinued, and I will fail the course.
8. To accept that I must turn in time sheets, failure to turn in time sheets will result in loss of credit.
9. To remember that when leaving for work, I must check-out through the Dean's office on a special check-out sheet – Not the regular check-out sheet.
10. To continue my training throughout the year to earn my credit.
11. To be willing not to arrange for a change of employers without the knowledge and approval of the coordinator.
12. To maintain a satisfactory academic standing in school.
13. To obtain specific approval of the coordinator on those days that I must be absent from school but am able to go to work (Doctor's appointment, etc.)

PLEASE SIGN, DATE AND RETURN TO COORDINATOR.

Date: _____

Student Signature: _____

Remember your work program is important to you. Keep the lines of communication open between yourself and your coordinator.

BE SURE YOUR AGREEMENT IS IN ORDER

KEEP YOUR TIME SHEETS UP TO DATE AND TURN THEM IN TO YOUR
COORDINATOR. KEEP A COPY FOR YOUR RECORDS