

Work Experience
Preparing young people for a career
Program Application

Part I. Personal Information

Last Name_____ First_____ Middle Initial_____

Mailing Address_____

City_____ Zip_____ Home Phone_____

Birthdate_____ Student email (one that you check regularly)_____

Student phone number for “Remind” Texts_____

Part II. Resume (Please attach a copy of your current resume)

Part III. Transcript/Credit Tracker (Please attach a copy of your **current** credit tracker showing you are up to date on credits for graduation.

Part IV. Recommendations Students must attach at least one letter of recommendation that can be used when searching for a work experience opportunity.

Part V. Education Development Plan Students must have an “E.D.P.” on file that correlates to their job. This means your Xello account must be recently updated with career quizzes, profile, interests, goals, and plans completed. Stronger applicants will also have their resume and/or portfolio uploaded to Xello.

Part VI. Essay Why are you interested in this work experience and what do you hope to gain from this experience? Please share where you plan to work/intern/volunteer and how it will be beneficial to your future career.

Part VII. Job I understand that it is my responsibility to obtain a placement within my EDP goals and I will work with both the school and my employer to complete all the necessary paperwork. Failure to do so will result in losing your spot in the work experience program.

Part VIII. Consent I understand and accept the commitment I will be making by enrolling in Work Experience. If I can not follow through with the guidelines given, I will not receive high school credit and will have to enroll in a regular class at KHS.

Student Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

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DUE DATE: Please give the completed application form and entire packet materials to the Kingsley High School Work Experience Coordinator (Mrs. Nolf) with all the attached items by **Friday May 23**, so we can schedule your interview before the end of the school year. This program is limited to 6 well-suited applicants.

Keep track of your progress:

Check the boxes after you have completed each step:

Phase 1:

- ☐ I have completed all 8 steps of the application, including securing a placement
- ☐ I have turned the application into Mrs. Nolf on or before the deadline
- ☐ I have picked up the Training Agreement from Mrs. Nolf
- ☐ I have scheduled an interview at KHS

Phase 2:

- ☐ I have completed the Training Agreement with my parents and employer, including the required Safety Training
- ☐ I have turned the Training Agreement into the Interview Committee
- ☐ I completed the interview

Phase 3:

- ☐ Check school email for results, if accepted into the program, continue below:
- ☐ Pick up driving permission agreement from Mrs. Nolf
- ☐ Complete and turn in driving permission agreement form with copy of driver's license, vehicle registration, and proof of insurance before the end of the school year
- ☐ Meet with Mrs. Nolf in August, to arrange schedule accordingly
- ☐ Begin working and turning in weekly time cards to Mrs. Nolf the first week of school.
- ☐ Communicate frequently with Mrs. Nolf regarding work schedule, work successes, and concerns. Mrs. Nolf or other designated school employee will do a site visit each marking period. Please prepare your supervisor for this.

A VITAL COMPONENT OF WORK EXPERIENCE IS THE INSURANCE INFORMATION FOR THE COMPANY THAT YOU WORK FOR. FAILURE TO PROVIDE THE REQUIRED INSURANCE DOCUMENTS TO MRS. NOLF BY 3:10 PM ON THE FIRST FRIDAY OF THE TERM WILL RESULT IN IMMEDIATE REMOVAL FROM THE PROGRAM.