Career Launch Application : Upper Bucks County Tech School

STUDENT INFORMATION:

NAME: _____   DOB:_____

ADDRESS: _____

_____

STUDENT CELL: _____

STUDENT EMAIL:_____

PARENT NAME:_____

PARENT EMAIL: _____

PARENT PHONE: _____

GRADE: _____   AGE:_____   SENDING DISTRICT: _____

WORK PERMIT NUMBER: _____   DO YOU HAVE TRANSPORTATION? _____

DO YOU HAVE A DRIVER'S LICENSE? _____ ARE YOU EMPLOYED NOW? _____

DAYS/TIMES YOU ARE AVAILABLE TO WORK: M _____   T_____

W _____ TH_____ F_____

COMPANY NAME:_____

PROVIDE SUPERVISOR NAME:_____

EMPLOYER ADDRESS: _____

SUPERVISOR EMAIL:_____

SUPERVISOR PHONE:_____

COPIES:

Work Permit _____   Resume _____   PDE Career Objective _____ Photo for UBCTS Yearbook/Slideshow: ___

SCHOOL NURSE SIGNATURE: I have reviewed the health records. The following are health concerns:

_____

Nurse Signature: _____   Date: _____

SENDING DISTRICT SIGNATURE: The sending school has reviewed and recommends the above student for the cooperative education/career internship program based on academic grades, attendance and discipline and believes the student can work safely and independently. Please have guidance, assistant principal, or principal sign.

Sending District Signature: _____   Date: _____

I understand & agree to complete all course requirements. I will follow all Cooperative Education/Career Internship & workplace guidelines. I may not drive to Upper Bucks County Technical School for any reason without permission. Failure to follow these requirements may lead to termination from the program.

STUDENT SIGNATURE:	DATE:
PARENT SIGNATURE:	DATE:
SCHOOL TO WORK COORDINATOR:	DATE:

UPPER BUCKS COUNTY TECHNICAL SCHOOL

Serving: Palisades, Pennridge, and Quakertown

3115 Ridge Rd Perkasie, PA 18944 ~ Phone: 215-795-2911 ext 215 ~ Fax: 215-795-0530 ~ www.ubtech.org
Marianne Deose - mdeose@ubtech.org

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Career Launch Guidelines for Students and Parents/Guardians

1. Placement requires paperwork from the employer & student, which may take several weeks before the student is eligible to begin earning credit as part of the career launch program.

2. Students under 18yo must provide a valid work permit, resume, portfolio, and proof of transportation. It is recommended that students are passing all classes, have good attendance, and no discipline referrals.

3. Employers interested in hiring minors are required to obtain and provide a child abuse clearance, criminal background check, and FBI fingerprinting. No exceptions. Clearances can take weeks to obtain.

4. Students must be punctual at school & work. Attendance is monitored. Students must attend UBCTS on a pre-determined, weekly basis for class. If students are absent from the sending school, they cannot work. If students are regularly absent on UBCTS days, they will lose their privilege to work in the career launch program.

5. It is the student's responsibility to communicate with the employer mandatory school functions that affect their work schedule. UBCTS is not responsible to notify the employers. This also includes any absences or vacations. Notify employer immediately and Marianne Deose at mdeose@ubtech.org 215-795-2911 ext 215.

6. Students may be asked to provide a drug screening prior to employment and subsequently throughout their employment. If the student is under 18yo, a parent/legal guardian must accompany them to the drug screening. Failure to comply with the time limitations set will exclude the student from gaining employment for that company.

7. Changes to work schedules must be approved by employer, school, teacher, & parents via schedule change form.

8. Students must refrain from talking about controversial issues at work. Students are expected to follow their mentor's lead and be subordinate. If the student shows defiance or intentional workplace disobedience or if the employer feels the student is not making significant progress or is unsafe, the student can be let go without notice.

9. If the student wishes to leave the employer, 2 weeks notice and a resignation letter must be submitted. Students must work the 2 weeks out.

10. Monthly time cards approved by your supervisor and monthly pay stubs must be submitted to Ms. Deose.

11. Students will join google classroom & complete required assignments. Assignments will be part of their grade.

12. Students are encouraged to work on days in which there is no school. Please comply with child labor laws.

13. Students' employer grades will be part of the career launch program for the student. Students will be visited on the job monthly to determine progress and obtain employer feedback.

14. Employers will make a conscious effort to give the student varied experiences at work, however the student may need to participate in general housekeeping, packing and receiving, etc. or other duties as needed.

15. Any violations of the student handbook at school or at the worksite will result in consequences including suspension from the program or determined school consequences. Poor attendance, grades or discipline will affect your career launch placement.

I have read and fully understand all stated policies affecting my participation in UBCTS's career launch program. I further understand that violation of any above regulation will result in my full suspension from the program.

_____	_____	_____
PRINTED STUDENT NAME	STUDENT SIGNATURE	DATE
_____	_____	_____
PRINTED PARENT NAME	PARENT SIGNATURE	DATE