

**EAST CENTRAL KANSAS COOPERATIVE IN EDUCATION
INTERLOCAL DISTRICT #614
(785) 594-2737**

USD 348- BALDWIN

USD 491- EUDORA

USD 289-WELLSVILLE

Date:	Work Site:
Student:	Work Address:
School: BHS EHS WHS	Work Supervisor:
Teacher:	Work Phone:

This agreement is to confirm the plans made to provide work experience training at the above site. We the undersigned agree to the following:

Beginning Date:	Anticipated Duration:
Days/Hours of Employment:	Job Title:
Paid Non-Paid:	Beginning Wage if Paid:
Job Description:	
Supports Provided by the School:	
Transportation:	

Responsibilities of the worker:

1. Attend work as scheduled.
2. Arrive to work on time.
3. Do not leave early or request to leave early.
4. Follow the employer's or job coach's instructions.
5. Get along with all supervisors and co-workers.
6. If you have to miss a day or work, you must call in ahead of time according to company policy.
7. Communicate with job coaches or teachers if you are going to be absent.
8. If you don't communicate with your employer or teacher, you may be docked.
9. If too many days are missed, you may fail the work experience program.
10. You MUST go to work AND school every day.
11. Always stay busy on the job. Find work to do. Use your initiative.

Student Signature:	Employer Signature:
Parent Signature:	Job Coach Signature:
Teacher's Signature:	Vocational Coordinator Signature:

