



**West Allis-West Milwaukee School District
Work-Based Learning
Program Enrollment Application
Return to School Counselor by March 1!**

Juniors interested in enrolling in the Work-Based Learning Program **MUST** complete this form and return it to their school counselor by **March 1**. This form does not guarantee placement in the program. The enrollment application communicates a student’s intent to participate. Official placement in the program is contingent upon the student securing employment and returning the Work-Based Learning Training Agreement by August 15. For additional information, please refer to the document containing specific requirements for the program.

Students enrolled in the supervised Work-Based Learning course, are expected to:

- Spend two class periods per day working on the job and hours do not count against hours allowed by the state. At age seventeen students are allowed to work 26 hours per week *plus* ten hours on the job for a total of 36 hours.
- Attend school regularly! If you are not in school, you are not allowed to work that day.
- Be willing to work at your job placement even when school is not in session when your employer schedules you.
- Submit weekly course assignments on time.

Name: _____ Email: _____

School Counselor: _____ High School: _____

List where you intend to be working during your senior year, which would allow you to be eligible for the Work-Based Learning Program and be released from school to work.

Example: Kohls – working as a cashier

Are you currently working for this employer? Circle: Yes or No

If you answered “Yes” to the question above, when did you start working for this employer?

Students will be enrolled in a minimum of five classes on a daily basis, not including the two back-to-back class periods for participation in the Work-Based Learning Program. Please list which two class periods you prefer to be released from school. Example: Being released from school 6th & 7th hours would be my first choice so I am able to continue working after 3 p.m.

List all high school courses you have taken (or will be taking your senior year) which relate to your intended job placement your senior year and be sure to include a complete listing in order to be placed in an appropriate job. (Example: Auto Mechanics is a must for the auto service technicians!)

List your intended career path after graduation. *Examples: 1) MATC: Automotive Technician, 2) UW-Milwaukee: Registered Nursing Program, 3) U.S. Air Force: Helicopter Maintenance*

List other co-curricular organizations or leadership activities you have participated in during high school. *Examples: DECA, FBLA FCCLA SkillsUSA, Student Council, etc.*

Teacher Recommendations & Signatures:

Two teachers must recommend you for this position. Be sure you contact teachers in the Career and Technical Education Department if you are applying for jobs related to any of the following areas: Health Science, Family & Consumer Science, Business & Marketing and Technology & Engineering. Please see your guidance counselor if you have any questions regarding which teachers to get recommendations from.

Directions for Teachers: Students placed in this program are evaluated by their employers in regards to the following areas of performance:

- Attendance
- Cooperation
- Work Ethic
- Initiative/Supervision
- Personal Appearance
- Performance
- Personality
- Punctuality

By signing your name below, you are indicating this student would be an ideal candidate for the work-based learning program and you are comfortable with how he/she would represent the West Allis-West Milwaukee School District.

Teacher's Signature

Date

Teacher's Comments: (Please list any particular strengths, skills, or aptitudes.)

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Teacher's Signature

Date

Teacher's Comments: (Please list any particular strengths, skills, or aptitudes.)

Parent or Guardian Signature:

By signing below, you are indicating you have read this application and agree to your son/daughter applying for the work-based learning program for 2016-2017.

Parent or Guardian Signature

Date

Parent Comments, Questions, or Concerns:

Student Essay:

Use the space below to write an essay on your individual work ethic, initiative, and what you expect to gain from this experience besides income.

This program will comply with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964 by not discriminating on the basis of sex, handicap, race, color, or national origin in its treatment and assignment of students to jobs, hours of employment, levels of responsibility, and pay.