

**BHS Extended Learning**  
**Mr. Wilson**  
**Work Based Learning Application**

Work based learning is a for-credit and for-pay job experience. To qualify for work-based learning, a student must work at their job site for at least ten hours a week. Work-based learning does not take place during school hours, unless students have permission for early release. Students will complete at least 60% of an online requirement “Career Planning and Development” (EL4222) which will includes workplace trends, performing a self-assessment, job application process, resume writing, cover letter, and references. Students must have reliable and consistent transportation arranged and are responsible for completing this application, helping establish contact with site partners, and following through with the online requirements. The ELO Coordinator will work with employers and students to help satisfy the requirements. By entering your initials in the required spaces, you are effectively providing your signature, indicating that all the information on this form is true and accurate.

Student name:

Grade:

Date of Birth:

Best Phone:

Best email that you check regularly:

General nature of your current job placement:

Transportation arrangements:

**Job Site Information**

Name of employer or company:

Address:

Name of supervisor(s):

Their Best Phone:

Their Best Email:

Must initial that you are currently carrying a work week load of at least ten hours a week. \_\_\_\_\_

**Program requirements for students, employers, and parents.**

Switching jobs and creating gaps between employment can jeopardize earning complete credit. Communication is important between student and Mr. Wilson.

There must be a willing supervisor / evaluator who will agree to provide a written evaluation of the student's performance, strengths, and weaknesses or conduct a phone conversation seeking the same information.

There must be a willing supervisor / evaluator who will agree to call Mr. Wilson if there are problems with the applicant's performance or if the student quits or is terminated from employment.

Parents must agree to drive their son/daughter to and from work if the situation becomes necessary.

Parents must understand that if any one of the below requirements are not met their son/daughter may not earn credit.

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Job Supervisor / Contact Person

\_\_\_\_\_  
Student

\_\_\_\_\_  
Mr. Wilson

\_\_\_\_\_  
Guidance Counselor

This is the last signature – indicating that this has been entered into your schedule and you are on Mr. Wilson's roster for work based learning.