

SAMPLE

THE SCHOOL DISTRICT OF LEE COUNTY

Technical, Career and Adult Education

Application for Employment Certificate/
Training Agreement for Cooperative Education Students

Jane Doe
(Teacher/Coordinator)
Cleveland High
School

Employer John Myers, MD Date 2/6/2007

I intend to employ Susan Marie Smith
(First Name) (Middle) (Last Name)

1234 First Street Fort Myers 33905
(Address) (City) (Zip)

for 5 days per week 5 hours per day, between hours of a.m. 1-6 p.m.

capacity of Clerk Typist/File Clerk Medical Office
(Duties of Minor) (Type of Industry)

Name of Firm: John Myers, MD

Address of Firm: 5678 Cleveland Avenue Fort Myers 33912
(Address) (City) (Zip)

Teacher must check all boxes below that apply to this student:

- Minor may work before 6:30 AM on a school day and/or when school is scheduled the next day.
Minor may work during school hours, starting at 1 PM
Minor may work past 11 PM when school is scheduled the next day.
Minor may work more than 8 hours a day when school is scheduled the next day.
Minor may work up to 40 hours a week.
Minor may work up to 5 hours before taking a 30 minute uninterrupted break.

EMPLOYER RESPONSIBILITIES: The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard-free conditions. The trainee will receive the same consideration given to other employees with regard to safety, health, security, general work conditions and other policies and procedures of the firm. The employer will adhere to Child Labor Laws and all State and Federal Regulations that apply to payroll including minimum wages, Social Security, and federal income tax rules and procedures. The employer will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age, or handicap. Copies of this agreement should be kept in the employee files.

TEACHER/COORDINATOR RESPONSIBILITIES: The teacher/coordinator agrees to visit each trainee at the training station no less than one time per grading period, (one visit per semester is mandatory, one visit per nine weeks is recommended) and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The Training Agreement will be kept on file for three (3) years at the school center.

PARENT/GUARDIAN RESPONSIBILITIES: The parent or guardian agrees that the trainee may participate in Cooperative Education Training as provided by the public school.

STUDENT RESPONSIBILITIES: The trainee agrees to follow rules and guidelines established by the school, employer and teacher/coordinator regarding hours of work, school attendance and procedures. When absent from school without a valid excuse, the student should not be permitted to work.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.

Employer & Date

Teacher/Coordinator & Date

Student & Date

Parent/Guardian & Date

Instructions for Processing Training Agreement

- 1. The teacher/coordinator takes the form to employer to be filled out and signed.
2. The teacher/coordinator secures signatures of parent/guardian and student and signs the form.
3. The Teacher/coordinator gives employer and student a copy of the form and retains one for file.