

FOREST HIGH SCHOOL COOPERATIVE EDUCATION PROGRAM APPLICATION

2011-2012

No student will be scheduled into a cooperative education/On-The-Job Training (OJT) course without the approval of the Vocational Administrator. This application is the first step in requesting that approval.

STUDENT FULL NAME: _____ **STUDENT ID NUMBER:** _____

GRADE LEVEL FOR 2011-2012 SCHOOL YEAR (Select one): 11 12

CHECK THE APPROPRIATE BOX:

I have requested to take the DCT Principles course this year.

I have already taken and passed the DCT Principles course.

I have not taken and do not plan to take the DCT Principles course.

(Note: Only SENIORS will be allowed to take OJT without the DCT Principles course.)

CURRENT EMPLOYER (BUSINESS NAME): _____

CURRENT SUPERVISOR: _____

BUSINESS LOCATION: _____

BUSINESS PHONE: _____

IS THIS EMPLOYER WILLING TO PARTICIPATE IN THE OJT PROGRAM, COMPLETE THE APPROPRIATE FORMS EACH QUARTER, AND MEET WITH OUR OJT INSTRUCTORS AS NEEDED? YES NO

**Employer must sign the Employer's agreement; the agreement can be printed at

http://www.foresthigh.org/cte/co_op/Employers_Agreement.pdf.)

APPROXIMATE NUMBER OF HOURS YOU WORK EACH WEEK: _____

NUMBER OF OJT CLASS PERIODS YOU ARE REQUESTING: _____

Note: You must work at least 5 hours each week for each OJT period in order to receive a passing OJT grade. (Example: If you have 3 OJT periods, you have to work at least $3 * 5 = 15$ hours EACH week.)

**Student and parent must sign the Student/Parent Agreement form and submit with this application.

This form can be printed at http://www.foresthigh.org/cte/co_op/student_parentagreement.pdf.

Once complete, signed, and dated, please deliver this application, the employer's agreement, and the student/parent agreement to **Ms. Young**, FHS Vocational Administrator, located in **Room D223** as soon as possible. Remember, you will not be scheduled into OJT without Ms. Young's approval.

Note: If you change jobs at any time after completing this application packet, you must get a new Employer's Agreement signed by your new employer and notify your OJT teacher or Ms. Young **immediately**.