

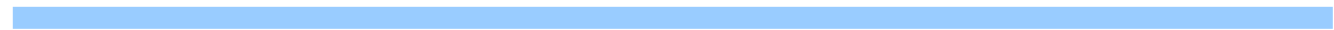


**HARRISON TRIMBLE HIGH SCHOOL
CAREER EXPLORATION 110
Application Form**



Please return to **Mr. Douthwright** in the **Co-op office (room 222)** or main office

Applicant Name: _____



Tell us about the career option you want to explore. We have a variety of options in various fields. If you have a specific business or placement location that you are interested in, or have already spoken with, you can request this on the application. Some common placements are in fields such as daycare, pet grooming, teacher assistant, automotive mechanic, general labor and maintenance, retail and grocery stores, office administration.

First Choice: _____

Second Choice: _____



Program Information

Insurance Coverage: Students are covered while at work in the Career Exploration program under the Worker's Compensation Act

Interview: Students may be required to be interviewed by the training organization to be accepted into the work placement they have requested.

Credit Granting: This course is a combination of "in-class" career exploration preparation at Harrison Trimble as well as "at-work" on the job experience. The "at-work" portion of this course will have students spending the full afternoon at a workplace gaining valuable employability skills and experience. Students will earn two credits upon successful completion of this course.

Absence reporting: Students must report **all** absences to the Career Exploration teacher as well as the employer before the regular time of the work placement.

Transportation: Students who request placements that are not within walking distance may require a parent/guardian to assist with transportation to and from the work placement. The placements usually run 1pm-3pm. These times may vary in certain situations. Alternate transportation options can be discussed during the initial interview with the co-op/career exploration teacher.

Signatures: Parent/Guardian: _____ Date: _____
Student: _____ Date: _____

Placement information: (Circle Answer)

Will you have your own transportation to and from the workplace each day? YES
NO

If you will have your own transportation each day, please provide details below:

Do you know someone at the placement that you have requested? YES
NO

If you do know someone at the requested placement, please provide the contact information below:

Previous Employment & Work Experience

Name of Organization	Type of Work Performed	Date of Experience Year

After School Responsibilities

These may be part-time jobs, sports, extra-curricular activities, etc.

1. _____

2. _____

Additional Information that the Career Explorations teacher or your potential "On The Job" employer should know about you or your situation.
