

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION  
STUDENT WORK EXPERIENCE PROGRAM**

**BUSINESS AGREEMENT**

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_ School Email: \_\_\_\_\_

Business Partner Name:  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Business Partner Phone: \_\_\_\_\_ E-

mail: \_\_\_\_\_

For the Work Experience Program to be fully effective, it is required that certain rules and regulations be followed. The student, his/her Parent/Guardian, the Business Partner, and the Coordinator must agree to fulfill the following responsibilities.

**Student** recognizes that the Work Experience will contribute to his/her career objectives and agrees to the following:

1. Understands there is no guaranteed or assigned workplace.
2. Accepts responsibility for providing transportation to and from the workplace.
3. Abides by the rules, regulations, policies and procedures of the workplace, the School District, and the Work Experience Program.
4. Understands that once a position is accepted, a commitment has been made to the Business Partner. It is expected that the student trainee will be at the Business Partner Company for the length of the Work Experience commitment.
5. Responsible to be at the workplace every scheduled day at the appointed time.
6. Follow the directions of the Business Partner.
7. Do nothing intentionally to disrupt the normal routine of the workplace.
8. Exercise confidentiality and respect with regard to information gained at Business Partner Company and Business Partner staff with regard to the Work Experience Program, Coordinator, or Student Trainee.
9. Be prompt and accurate in completing all required assignments, forms and reports for the Work Experience Program, the Business Partner, and the Coordinator.

10. Agrees to demonstrate courtesy, a cooperative attitude, appropriate dress, and a willingness to learn. Behavior to the contrary may lead to dismissal from the Work Experience Program and/or the Business Partner Company.
11. Understands that any breach of trust, professionalism or ethical behavior (i.e. any evidence of dishonesty with money, merchandise, time or effort) may result in dismissal from the Work Experience Program and/or the workplace.
12. Agrees to communicate with the Business Partner and the Coordinator at all times.

**Parent/Guardian** understands and acknowledges the following:

My child wishes to participate in the V'ACTE Work Experience Program. I realize there are inherent workplace risks involved in my child's participation. Although a rare occurrence, I recognize the possibility that my child may suffer an injury as a result of participation in this program. I agree to accept these risks as a condition of my child's participation in this program.

Furthermore, I understand that notifications of any pre-existing conditions that may create an additional risk for my child are disclosed below to all parties signing this form. My child:

does NOT have a pre-existing condition that may create an additional risk for him/her.

has a \_\_\_\_\_ condition(s) that creates additional risk for him/her.

I understand that, because of his/her condition, the special risks for my child are: \_\_\_\_\_

I understand these concerns and agree to follow all directions and recommendations of my child's physician. I also understand that I am responsible for any insurance coverage for my child during his/her participation in this program.

The Parent/Guardian further agrees to:

1. Commit to support the student, Business Partner, and Work Experience Program.
2. Participation of the student trainee in the Work Experience Program and will encourage the student trainee to effectively carry out duties and responsibilities at the training site.
3. Contact the Coordinator regarding all questions/concerns pertaining to the Work Experience Program.

**The Business Partner** agrees to:

1. Abide by Federal, State, and Local regulations regarding employment, job duties and the provisions of an equal opportunity employer.
2. Understand and enforce Child Labor Laws regarding occupations particularly for the employment of minors between the ages of 16 and 18 of age order, and the exceptions to the order for non-agricultural work.
3. The work of the student trainee in the occupation declared particularly hazardous shall be incidental to the training and such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person.
4. Provide applicable general safety guidelines to the work environment.
5. Understanding the status of the student while in training shall be that of student trainee; however, work standards expected of the student trainee will be the same as those expected of other beginning workers.

6. Function as a training site and as such an employer-mentor will be assigned to the student trainee. This business partner will be allowed time to work with the student trainee so that this Work Experience participation will be a viable educational experience.
7. Provide a variety of related experiences for the student trainee consistent with his or her career/occupational competencies.
8. Follow the training plan (a schedule of organized and progressive work experiences) to be performed at the site.
9. Understand that once a position is accepted, a commitment has been made to the student trainee. It is expected that the student trainee will be at the Business Partner Company for the duration of the Work Experience commitment unless a serious situation arises or prior arrangements have been made.
10. Exercise confidentiality in regard to information gained during the Work Experience Program.
11. Assist in the evaluation of the student trainee.
12. Contact the Coordinator if any problems arise regarding the student trainee.
13. Work with Coordinator to mutually agree to transfer or withdraw the student trainee when he/she deems such actions to be in the best interest of those concerned.

**Coordinator** agrees to:

1. Ensure the enrollment of the student trainee is in a state-approved Career and Technical Education Program.
2. Periodically observe the student trainee on the job and to visit with the Business Partner in order to aid in the student trainee's development.
3. Consult with the Business Partner in the evaluation of the student trainee.

By signing below each party agrees to the terms of this agreement and the rules, regulations and provisions of the Work Experience Program. Failure to comply with this agreement in whole or part, may result in the dismissal of the student from the Work Experience Program.

\_\_\_\_\_  
Student Date

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

\_\_\_\_\_  
Business Partner  
Date

\_\_\_\_\_  
Date Work Experience Coordinator