



2018-2019 Student Employment Agreement

[_____]
School Name

Student's Name: _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone: _____

Mentor's Name: _____

Dates of employment, from _____ to _____

Section 1-The Student

According to this agreement, [STUDENT'S NAME] agrees to:

- Adhere to all applicable policies, practices, and rules of [SCHOOL'S NAME], including:
[LIST SCHOOL SPECIFIC POLICIES HERE]
- Maintain consistent, acceptable attendance at [SCHOOL'S NAME]
- Maintain a grade of "C" or better in the ProStart® academic program
- Maintain an overall grade-point average of 2.0 on a 4.0 scale or better*
- Adhere to all policies, practices, and rules of [EMPLOYER'S NAME]
- Maintain consistent, acceptable attendance at [EMPLOYER'S NAME], according to scheduled hours.
- Complete all work assigned by [EMPLOYER'S NAME], satisfying required performance standards.
- Address all work-related problems or concerns to the attention of [LIST CONTACTS HERE, E.G. PROGRAM COORDINATOR, TEACHER, ETC.]

STUDENT SIGNATURE _____

Date: _____

*Students who meet all criteria except the overall grade point average may participate in an internship on a probationary basis for one semester on the following conditions:

1. Student must have a "B" average or higher in the ProStart® class
2. Student is approved for internship by local coordinator and/or teacher
3. Student must have a recommendation from at least two of the following: teacher (any discipline), principal, guidance counselor, employer or mentor offering ProStart® internship
4. Student's overall grade point average is 2.0 or higher the following semester

Section 2-The Employer

According to this agreement, [EMPLOYER'S NAME] agrees to:

- Provide a trained mentor for at least ½ hour per week to supervise the student's work and oversee the student's experience at [EMPLOYER'S NAME]
- Meet all state and local sanitation requirements at the worksite
- Satisfy at the worksite all OSHA safety standards, as well as any state or local safety standards
- Orient the student to the employment culture at [EMPLOYER'S NAME], including its policies, procedures, employees, etc.
- Schedule the student for at least 10-12 hours per week
- Give the student ongoing job-related feedback, both positive and negative
- Help the student complete the *Student Work Experience Checklist* to satisfy the ProStart® work experience requirements
- Conduct a formal performance evaluation with the student at the end of the work experience
- Maintain ongoing communication with [SCHOOL CONTACT'S NAME AND JOB TITLE] concerning the student's progress
- Address any concerns or problems concerning the student immediately by contacting [SCHOOL CONTACT'S NAME AND JOB TITLE]

EMPLOYER REPRESENTATIVE _____

Date: _____

Section 3-The School

According to this agreement, [SCHOOL'S NAME] AGREES TO:

- Provide classroom instruction using the ProStart® curriculum in its entirety
- Maintain ongoing communication with the employer concerning the student's progress at work. This function will be the responsibility of [PERSON'S NAME AND JOB TITLE]
- Maintain ongoing communication with the student concerning the student's progress in school and at work
- Maintain ongoing communication with the student's parents/guardians concerning the student's progress in school and at work.
- Counsel the student on issues related to work and a career in hospitality. This function will be the responsibility of [PERSON'S NAME AND JOB TITLE]
- Oversee the progress of the student's accomplishment of the competencies
- Maintain records relating to the student's academic work and assist the student in maintaining records of the work experience
- Serve as the administrative liaison between the students, parents/guardians, teachers and employers

SCHOOL REPRESENTATIVE _____

Date: _____

Section 4-The Parents/Guardians

According to this agreement, the parent(s) or guardian(s) of [STUDENT'S NAME] agree to:

- Support the student's involvement in the ProStart® program at school and the student's employment experiences.
- Communicate any problems or concerns relating to the student to [SCHOOL CONTACT'S NAME], [EMPLOYER'S NAME], or another appropriate person
- Help the student adhere to the policies, practices, and rules of [SCHOOL'S NAME], and [EMPLOYER'S NAME]
- Help the student arrive at work according to the employee schedule, on time, and ready to work

PARENT OR GUARDIAN SIGNATURE _____

Date: _____