

**TOWNSEND COMMUNITY SCHOOL
ON-THE-JOB TRAINING AGREEMENT**



SUBMIT OR MAIL TO:

Ken Miller,
Career Based Intervention Job Coordinator
Townsend Community School
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Student Name:	Employer:
Birthdate:	Immediate Supervisor:
Age:	Department Supervisor:
Student Phone:	Location Address:
Start Date:	
Completion Date:	
TCS Instructor:	Location Phone #:

THE STUDENT AGREES: *(student to initial each line below:)*

- _____ To conform to the regulations set forth by the school, workplace, and the employer.
- _____ To be punctual, regular in attendance, and to be making adequate progress in coursework at TCS.
- _____ To notify employer of any state testing required and to be excused from work on these test dates (see above).
- _____ To keep records of hours, wages and report skills learned or used to TCS on weekly report (forms provided by TCS).
- _____ To remain on the job without quitting unless approved by the CBI Job Coordinator. Violation of this rule may result in a loss of the work-study elective credits.

THE EMPLOYER AGREES: *(Employer-Supervisor to initial each line below)*

- _____ To provide employment and training in accordance with Federal, State, local laws and regulations.
- _____ To provide verification of hours worked through formal pay stubs.
- _____ To evaluate the student's work on a periodic basis (see evaluation form).
- _____ To provide job training that follows a schedule that reflects organized and progressive skill development.
- _____ To notify the school in case of difficulty or termination of employment.
- _____ To excuse student from work for any required State, County, or District Testing.
- _____ The employer is under no obligation to contribute or pay a premium to the unemployment compensation fund in connection with the wages paid to the student because the student is enrolled in a bonafide supervised voluntary educational program.

THE SCHOOL AGREES: *(TCS Job Coordinator to initial each line below:)*

- _____ To enforce such attendance and disciplinary regulations as necessary.
- _____ To coordinate in-school training with on-the-job experiences by periodic visits to the employer.
- _____ To keep a Training Agreement / Plan on file at school and provide a copy to the employer upon request.

THE PARENTS AGREE: *(Parent to initial each line below:)*

- _____ To assume responsibility for safety and transportation of trainee.
- _____ To encourage student to cooperate with school and employer.
- _____ To provide medical care in the event of accident or injury (emergency medical information on file).
- _____ Assume responsibility for the personal conduct of the student.

TRAINING PLAN:

The following is a list of skills and tasks agreed upon by the job coordinator and the employer that will be made available to the student to perform as a part of the worksite training:

1. _____
2. _____
3. _____
4. Personal and professional development – student will receive employability training in the following areas:
personal appearance, attendance, attitude, adaptability, dependability, willingness to learn, customer relations,
quality and quantity of work.
5. All safety regulations will be in accordance with OSHA.

TERMS OF THE AGREEMENT:

This agreement is terminated on the student trainee's last school day at Townsend Community School or upon termination by the employer.

Student's Signature

Date

Parent or Guardian Signature (if student is a minor)

Date

Employer's Signature

Date

TCS Assigned Instructor Signature

Date

CBI Job Coordinator Signature

Date