

**WINNACUNNET EVENING SCHOOL PROGRAM**  
***Employment Contract***

A. To be eligible for participation in employment, I realize that I must:

- Be enrolled in the Winnacunnet Evening School Program
- Agree to meet the attendance/tardy policy
- Maintain a satisfactory academic and behavior record
- Comply with the student expectations and responsibilities
- Return this completed contract within one week of the start of the quarter

B. In order to earn employment credit, I understand that I must:

- Work weekly
- receive satisfactory evaluations of my on-the-job performance from my employer
- Notify the WEHS office immediately if employment ends for any reason before the end of the quarter
- Demonstrate good character and display good citizenship at school and place of employment
- Have employer complete the performance evaluation form
- Complete the Reflection form

C. I understand and agree to abide by the rules and regulations of the employment course, as outlined above:

Student's Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

D. Approval to participate in the Winnacunnet Evening School Employment course is given by the following:

Employer Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Telephone Number: \_\_\_\_\_

Employer Email: \_\_\_\_\_

**WINNACUNNET EVENING SCHOOL PROGRAM**

*Employer Performance Evaluation*

Employee Credit

Student: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Describe the student's position and responsibilities:

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Please reflect upon the student's efforts in the following areas and circle the rating which you feel most closely reflects this student's strengths and/or weaknesses:

Attitude	Excellent	Good	Fair	Poor
Cooperation	Excellent	Good	Fair	Poor
Initiative	Excellent	Good	Fair	Poor
Respectfulness	Excellent	Good	Fair	Poor
Work Habits	Excellent	Good	Fair	Poor
Work Quality	Excellent	Good	Fair	Poor
Attendance	Excellent	Good	Fair	Poor
Punctuality	Excellent	Good	Fair	Poor
Reliability	Excellent	Good	Fair	Poor
appearance	Excellent	Good	Fair	Poor
Decision Making	Excellent	Good	Fair	Poor
Manners	Excellent	Good	Fair	Poor

Please sign this form to verify this student has worked for a minimum of 7 weeks.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Check quarter credits were received: Q1\_\_ Q2\_\_ Q2\_\_ Q4\_\_ M\_\_

**Personal Work Experience Reflection**  
*Employment*

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

Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

In order to receive credit for employment, please answer the following questions in a short essay that is **one page, typed, double-spaced with 12 point font.**

- What is your job description? What do you do when you are at work?
- What parts of the job are your favorite parts? What parts of the job are your least favorite parts?
- How well do you get along with your boss?
- Which of your work traits does your boss like and which of your work traits frustrate your boss?
- Are you of appropriate behavior, dress and language with the public, co-workers and supervisors?
- Are you dependable? How is your attendance? Are you on time? Do you volunteer to help?

Office Use Only

Check quarter credits were received: Q1\_\_      Q2\_\_      Q2\_\_      Q4\_\_      M\_\_