
JOB TALK Program

Application



“making connections work”

Rotary Club of Belleville
2014-15 RI Theme “Light Up Rotary”

JOB TALK Program is provided by the Rotary Club of Belleville

Shadowing is a short-term educational experience that introduces an individual student to a particular job or career by pairing the student with an employee of a business, industry or agency. By following or "shadowing" the employee, the student becomes familiar with the duties associated with that occupation, the physical setting of the occupation, and the compatibility of the occupation with his or her own career goals and expectations.

Rationale of job shadowing

Shadowing develops an awareness of the educational and technical skills required for entry and advancement in a specific occupation. The student becomes familiar with the work-site environment and the job-related characteristics of the specific job or career. Shadowing provides students the opportunity to discuss areas of interest or concern with the employee in the "real world" occupation they are shadowing. By providing a relevant experience outside the classroom, employers are able to contribute to the education of youth and help prepare students for future career opportunities.

To maximize their learning opportunity, the student should be prepared for the job shadowing by having done research into the business/career they will be shadowing. This will enable them to ask relevant questions at the workplace.

Please complete all forms, with signature, and return to guidance teacher

Student

First Name: Last Name:

Address:

e-mail: phone : cell:

I have completed research on my career options and would like to explore:

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My goals for this work experience opportunity are:

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Signature:

Parent

First Name: Last Name:

Address:

e-mail: phone : cell:

School

School:

Guidance Teacher:

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e-mail: phone: cell:

Student's preparation/research:

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Employer information (to be completed by Rotary)

Employer:

Location:

Date:

Time start:

Time finished:

Specific requirements:

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PARENTAL CONSENT FORM

Permission is granted for my son/daughter to participate in the following field trip:

Student's name: _____

School: _____

Employer/Location: _____

Activity: _____

Date: _____

I/We, hereby acknowledge that sufficient information has been provided by the school with respect to the planned activity, duration, location.

I/We, hereby acknowledge that certain RISKS OF INJURY are inherent to participate in learning activities outside the school. These types of injuries may be minor or serious and may result from one's actions, or the actions or inaction of others, or a combination of both.

I/We understand that the Rules and Regulations established for the job shadowing experience are designed for the safety and protection of the participants. My child understands the importance of abiding by these workplace rules and regulations.

I/We understand that a minimum level of fitness and health (physical, mental and emotional), is required.

I/We have read and understood the Parental Consent Form in its entirety and consent to my/our child's participation.

I/We will provide our child's Guidance Teacher with a signed "Excused Absence" Form before the JOB TALK day to ensure that the school is aware of the planned absence.

I/We understand that transportation to the workplace and home is a parental/guardian responsibility.

Cancellation of arranged date: Please inform the contact at the company directly by phone or e-mail if the student is unable to make the confirmed JOB TALK day.

Parent/Guardian Signature

Date

PERMISSION TO USE PHOTOGRAPH / VIDEO

Event: JOB TALK

Student's name: _____

Location: _____

I grant to the Rotary Club of Belleville, the right to take photographs / videos of my son/daughter in connection with the above-identified event. I authorize the Rotary Club of Belleville, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

YES [] **NO** []

Please note that the permission to use photographs /videos is optional and not a requirement to participate in the JOB TALK program.

I have read and understand the above:

Signature _____

Printed name _____

Address _____

Date _____

Signature, Parent or Guardian _____

(if under age 18)

Excused Absence Form

Date:

Principal:

School:

_____ will be absent, with our/my permission
on _____ to participate in the Rotary sponsored, Job Talk . This job
shadowing experience will be at _____.

Sincerely,
