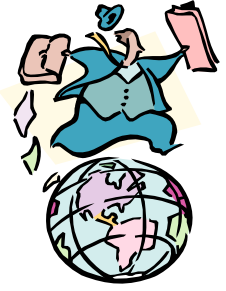


Welcome to the Career Visions Program at William S. Hart UHSD!



What we do:

The Career Visions Team is responsible for providing you with career exploration and career development services.

Here are a few frequently asked questions regarding paid work training:

1) How do I get a job ?

Paid work training with the Career Visions program is a privilege. This means that there is no California mandate which states that we *have* to give you job. You have the right to earn job by maintaining acceptable academic performance while completing pre-employment training.

Assuming that you are able to meet these requirements, you must submit a completed “**Work Referral**” to your Career Transition Advisor (CTA). You can obtain this from your CTA, your teacher, or by downloading from our website at www.hartdistrict.org/careervisions.

In addition, your instructor will provide Workforce Preparation activities during your normally scheduled Career Visions class. **It is important to note that you must complete minimum training requirements in the following areas before we will sponsor you at a job site: 1) Job Hunting 2) Completing Job Applications 3) Resumes 4) Cover Letters 5) Interviewing.**

2) Once I have a job, what do I have to do to keep it?

Congratulations! You’ve got a job, but in order to keep it, you must maintain acceptable OJT performance. This means maintaining acceptable attendance coming to school, on time and ready for work. It also means that you will be evaluated at your worksite every eight (8) weeks, and that you, or any party associated with your WAI/OJT contract has the right to terminate at any time. Initially, you will be given a “Work Training Services” bank of fifty (50) paid work hours. Hours can not be carried over from one year to the next.

3) My work performance is an issue. How does this affect my job?

If you choose to have continual behavioral or performance problems while at the OJT, the following protocol can be implemented by anyone on your education team:

- You will be given a verbal warning in order to allow you to modify your behavior.
- If the problem continues, you will receive a one day suspension as well as a case conference to discuss your continued employment.
- If further disciplinary action is needed, after this initial conference, you may be terminated from your OJT without a conference, and will have to get a new work referral in order to be considered in the future.

I understand that participating in the Career Visions work training program is a PRIVILEGE, not a right. At any time, I agree that I can refuse services and elect to secure competitive employment on my own. I understand these expectations and agree to adhere to them to the best of my ability.

Signed: _____
(Student)

Date: _____

Signed _____
(Parent / Legal Guardian)

Date: _____