

INFORMATION FOR WORK EXPERIENCE

REGULAR

Student Name: _____ Version: Paid ___ Unpaid ___

Career Clusters-Area of interest:		
Agriculture, Food and Natural Resources	Government and Public Administration	Manufacturing
Architecture and Construction	Health Science	Marketing, Sales and Service
Arts, Audio/Video Technology and Communications	Hospitality and Tourism	Science, Technology, Engineering and Mathematics
Business, Management and Administration	Human Services	Transportation, Distribution and Logistics
Education and Training	Information Technology	
Finance	Law, Public Safety, Corrections and Security	

Career Goal(s): _____

Best time for work experience:

Semester 1 _____ Semester 2 _____

Do you work? _____ Where? _____

School Schedule (if known):

Semester 1		Semester 2	
Q1		Q3	
P1 Course:	Teacher:	P1 Course:	Teacher:
P2 Course:	Teacher:	P2 Course:	Teacher:
Q2		Q4	
P1 Course:	Teacher:	P1 Course:	Teacher:
P2 Course:	Teacher:	P2 Course:	Teacher:

Specific placement requests:

1. _____
2. _____
3. _____

Student Activity Finder: Optional - If you have time try this activity

Go to <https://www.awinfosys.com/das/sd57/student/activityfinder.asp>

This is a database of work placements in our system.

Find some possible work placements that you may want to do that relate to above specific placement requests:

Activity Name:	Activity Number:
1.	
2.	
3.	



HAND IN PLEASE!!!

Phone Calls/Emails Regarding Placing Student:

Date	Contact name	Business	Details

Placements:

Business	Dates	Calls/Visits done	Feedback Form in

Workplace check comments: _____

Completion of Work Experience Guidebook _____

Checklist Main Work Experience Components:

Item	Completed/ Handed In	Item	Completed/ Handed In
Parent Permission for WE12		Work Exp. 1 Reflection Assignment	
Worksafe/Safety at Work Assignment (Rights & Responsibilities)		Work Exp. 1 Employer Feedback Form	
Resume		Work Exp. 2 Reflection Assignment	
Cover Letter		Work Exp. 2 Employer Feedback Form	
Job Interview		Work Exp. 3 Reflection Assignment	
Self Assessment & Career Research		Work Exp. 3 Employer Feedback Form	
Final Reflection of Work Experiences		Final Reflection of Work Experiences	