

WORK 120 – WORK PLACEMENT POLICY STUDENT AGREEMENT 2017-18

Please sign and return a copy of this Agreement to the Workshop Facilitator.

STUDENT NAME:	
PROGRAM:	STUDENT "N" NUMBER:

As a condition of participating in the School's Work Placement program (WORK2LEARN), including accessing jobs in the Student Job Portal, I, the undersigned, understand and accept the following terms and conditions as described in the School's WORK2LEARN Work Placement Policy for designated Diploma programs:

- I acknowledge that **I am ultimately responsible for my own employment success** and securing a placement that matches my goals and interests. As a participant in WORK2LEARN, I am expected to actively search for a placement in addition to applying to job opportunities in the Student Job Portal.
- I agree to allow the Work Placement Service Office to **submit my resume, portfolio and/or academic transcript** to potential employers. I acknowledge that grades are often used by employers as a measure of ability and may be used in the student selection process.
- I agree to **not misuse/share my password to the Job Portal**, nor leads in the Portal, with other students.
- I agree to **attend all scheduled interviews**, and notify the Work Placement Office if I cannot for any reason.
- Once I accept an offer, **I agree to honour my commitment to the employer, even if another offer (or a better offer) comes along**, and/or discuss my situation with an Employment Advisor before taking action.
- I agree to **notify the Work Placement Office immediately when I find employment**, and then submit a Job Confirmation Form (prior to starting work or during the first week on-the-job).
- In the workplace I will make every effort to **maintain satisfactory job performance**, and follow all practices, policies and procedures set by the employer, including health and safety procedures, working hours, workplace behaviours, ethics, dress code, matters of confidentiality, etc.,
- I agree to **satisfy the terms of the employment agreement with the employer, even if I have met/exceeded the minimum number of hours required by the School**; Should an issue arise, I agree to discuss my situation with an Employment Advisor.
- I give permission to the School of Applied Technology to contact my employer during my placement, and agree that my employer may release information to the School related to my employment.
- I acknowledge I may receive a **failing evaluation (UNS) in WORK 121/122, disqualify myself from access to services provided by the Work Placement Office including the Job Portal, and/or be removed from WORK2LEARN** for a variety of reasons, including but not limited to: maintaining less than satisfactory academic performance, misuse of access to the Job Portal or sharing my password, failure to attend scheduled interviews without valid reason, rejection of two job offers through the Job Portal without valid reason, acceptance then withdrawal of an offer of employment obtained through the Job Portal, failure to report for work, leaving the employer during the work term without cause, dismissal from the workplace with cause, and other violations of the WORK2LEARN Policy.

Student Signature: _____

Date: _____