

Ready To Work Participation Agreement

The traditional Ready To Work Program is a hybrid of both in class and online components. The instructor establishes a set class and/or lab schedule, which must be followed throughout the program.

The non-traditional Ready To Work Program option is offered at the discretion of the instructor and requires instructor approval. RTW students who are employed or gain employment during the RTW program may request this option (proof of employment required). This option requires a contract agreement between the instructor and RTW student to establish a revised class and/or lab schedule.

I, _____ (print), wish to enroll in the Ready to Work Program,

Traditional Option,

Non-Traditional Option **AND** have been granted instructor approval,

to be held at _____ (site location).

I understand that I must be available to attend training at scheduled meeting times.

I understand that only excused absences are allowed (i.e. under doctor's care, death in immediate family, etc.). **Written excuse required.**

(Please initial by applicable program option)

____ I understand that as a traditional RTW student only **2** excused absences are allowed.

____ I understand that as a non-traditional RTW student only **1** excused absence is allowed.

I understand that if I obtain employment, I must immediately notify my instructor to determine a revised training schedule.

I understand that I must satisfactorily meet individual leadership standards for punctuality, attendance, work ethic, organizational skills, attitude and motivation.

I agree to abide by the Ready to Work classroom policies.

I understand that failure to adhere to classroom policies and/or terms of the participant agreement may result in termination from the Ready to Work Program.

By signing below, you acknowledge that you have read and understand the terms of the participant agreement and wish to enroll in the Ready to Work Program.

RTW Student Signature

Date

Instructor Signature

Date