



PAL Charter Academy Work Study Program

Purpose:

PAL Work Study (PWS) seeks to provide professional opportunities for secondary and post-secondary students. PWS placements may be paid or unpaid on the job experiences for current students through training agreements with employers. Secondary students in need of Elective units towards graduation and post-secondary students seeking service learning credit may participate in PWS if all qualifications have been met.

Ultimately, our goal is to help students to choose a career path wisely; prepare them for full-time employment suitable for their abilities and interests; and afford students the opportunity to learn to work with others in ways that are successful and rewarding. PWS uses the integrated efforts of teachers, counselors, students, parents, and employers to achieve the following purpose:

- Link the academic core curriculum with the world of work and promote students' school to career transitions.
- Help students develop skills, habits, and attitudes conducive to job success and personal growth.
- Assist students in selecting careers and preparing realistically and wisely for the world of work.
- Use the community's business- industrial complex as a career training laboratory to help the students develop a positive work ethic and acquire or refine work related skills and job performance in actual work settings.

Program Requirements:

Students participating in PWS must meet and maintain the following minimum qualifications:

- Students are selected based on accelerated status or by recommendation of teaching and/or administrative staff
- Students participating in PAID assignments must have and maintain a minimum 3.0 GPA
- Students participating in NON-PAID assignments must have and maintain a minimum 2.5 GPA
- Students must not have behavioral or compliance issues
- Students must maintain 90% attendance throughout participation
- Students must participate in a minimum of one (1) additional co-curricular or extra-curricular activity (i.e. clubs & orgs, SBVC concurrent enrollment, athletics, etc.)
- Students who are returning from a previous term must maintain or increase their previous term GPA

Program Placement:

Students who meet the minimum program requirements; exhibiting the qualifications which support long-term success will complete the following process to determine final placement:

- Invited to complete an application and interview (may be 1 on 1 or small panel)
- Two (2) weeks of unpaid training
- Recommendation/Signature Form for teacher's approval (must be signed by all teachers on student's current schedule)
- Student's skill set identified. Students will be placed at worksite.
- Student's work 2-3 hours per day. No student may exceed 4 hours per day or 15 hours per week. Student's may work beyond the 15 hours per week with prior written consent from the Executive Director

Types of PWS Assignments:

There are General, Exploratory, & Vocational PWS paid or unpaid on the job experiences. The agency may offer one or more of the following types of Work Study programs authorized by California Department of Education.

Exploratory Work Study Education (EWSE):

The objective of EWSE is to provide career guidance to students and ascertain their interests and aptitudes for specific careers through opportunities to observe and sample a variety of conditions of work. EWSE includes a combination of job observations and related classroom instruction. The student may be required to perform non-paid work activities while exploring the occupation on a limited, periodic, and sampling basis. The length of exploratory assignment may vary, depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. Students may not participate in EWSE programs if pay is received for similar work at the same work station or a similar job during hours when not assigned to the EWSE program if pay is received for similar work at the same work station or a similar job during hours when not assigned to the EWSE program. The student cannot replace a paid employee. The agency must provide Workers' Compensation Insurance for student. Students enrolled in EWSE may be as young as 12 years of age. Students participating in EWSE do not need a work permit.

Types of Placement:

- Internships, Fellowships, or Job Shadowing
- Peer to Peer Education
- Career Pathway 100

General Work Study Education (GWSE):

The purpose of GWSE is to provide students with opportunities for applying the basic skills of reading, writing, and computation through a combination of supervised employment in any occupational field and related classroom instruction. Students participating in GWSE typically require a work permit. Students may be paid or unpaid participants in GWSE and as young as 15 years of age should all participation conditions are met.

Types of Placement:

- PAL Ambassadors
- Support Staff
- Receptionist

Career Technical Work Study Education (CTWSE):

The intent of CTWSE is to reinforce and extend vocational learning opportunities for student through a combination of related classroom instruction under PAL's CTE Pathway and supervised paid or unpaid employment. CTWSE seeks to develop and refine occupational competencies necessary to acquire paid and non-paid placements, to adapt to the employment environment, and to advance in an occupation. Students enrolled in CTWSE must have a worksite placement or employment that is related to a previous or concurrently enrolled Career Technical Education course of study.

Types of Placement:

- Career Pathways 200 & 300 Courses
- Graphic & Web Design
- Marketing & Media



PAL Charter Academy
Work Study Application For Internship

PAL Charter Academy is an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name _____

Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Title	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (4)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (5)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	



**PAL Charter Academy Work Study (PWS)
Worksite Training Agreement**

Name of Service Provider: _____

Address: _____

Contact: _____ **Phone:** _____

Participant Name: _____ **Grade:** _____

Program Placement/Worksite Name: _____

Worksite Address: _____

Worksite Supervisor: _____ **Phone:** _____

Job Title: _____ **Start:** _____ **End:** _____

Job Description:

_____	_____
_____	_____
_____	_____

Notes:

- Provide PWS participant with orientation and two (2) week training regarding worksite policies and specific job tasks as stated in job description
- PWS participant is not to exceed 4 hours per day or 15 hours per week; hours may be decreased based upon program assignment
- All requirements of PWS must be met and adhered to throughout the duration of participation