

**WORK-BASED LEARNING
EMPLOYMENT AGREEMENT FORM**
(not a binding contract, but a statement of agreement and understanding)

Student Name: _____ SSN: _____ Voc./Tech. Program: _____ Advisor/Instructor: _____ Semester(s) & Year Credited: <i>Fall</i> _____ <i>Spring</i> _____ <i>Summer 1st</i> _____ <i>2nd</i> _____
Employer: _____ Employer Address: _____ City: _____ Work Supervisor: _____ Supervisor Phone: _____ Supervisor Fax: _____ Supervisor Email: _____
Dates of Employment: _____ to _____ Position Title: _____ Position Description/Job Duties (major responsibilities and activities): <u>(See Job Rotation sheet for codes and duties. Use code #s for duties and list other activities that do not have codes.)</u> General duties: _____ _____ Specific duties: _____ _____ Hourly Wage: \$ _____ Estimated # of Hours Worked Weekly: _____ Other Information: _____
<p>The undersigned acknowledge this agreement and notice should be given to all parties before this agreement is terminated. A copy of this signed agreement will be available by request. Original is filed in student worker's folder. To request a copy, call 662-227-2340.</p> <p>Approved by Employer: _____ Date: _____ Approved by Student: _____ Date: _____ Approved by Instructor: _____ Date: _____ Approved by WBL Coordinator: _____ Date: _____</p>

HOLMES COMMUNITY COLLEGE

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Credit for participation in the Work-Based Learning Program will be awarded based upon the amount of hours worked and level of competencies attained. The credit will be posted on the transcript.

NON-DISCRIMINATION

Equal educational opportunities are offered to all persons at Holmes without discrimination and without regard to sex, race, religion, color, or national origin. These provisions also apply to persons with disabilities.