



Martha's Vineyard Regional High School
Career and Technical Education

Jack O'Malley – Director
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2022-2023 Employer Application

To the Employer/Mentor:

Work Study/Co-op/Mentorship is a **full credit** high school course. Students are assessed and earn academic credit. Their grade is determined by the submission of a biweekly timesheet and journal, employer/mentor evaluations, and completion of OSHA Safety Training (if mandated).

The *Employer/Mentor* is expected to

- **Submit a COVID-19 CONTROL PLAN as required by the Commonwealth of MA**
(Only if mandated by the state of Massachusetts).
- Appoint a CORI-approved supervisor prior to the student being allowed at the job site.
- Return an emailed evaluation for the student each quarter.
- Provide adequate instruction and appropriate expectations to the student.
- Contact the CTE Director with any concerns for/or termination of students.
- ***Know and abide by all State and Federal Child Labor Laws.***

The Student is expected to:

- Be present at the Work Study/Co-op/Mentorship worksite at scheduled times.
- Provide his/her own transportation.
- Arrive on time or notify supervisor and high school in case of tardiness or absence.

I have read and understand the responsibilities of being a mentor/supervisor and have received information regarding state regulations for employing students during school hours.

Signature _____ **Date:** _____

Student Name: _____

Name of Business: _____

Student Position and Duties: _____

Check one: **Work Study** (hourly rate) _____ **Co-op** (hourly rate) _____ **Mentorship**: _____

BUSINESS MAILING ADDRESS:

BUSINESS STREET ADDRESS

Insurance Co. Name: _____

Insurance Co. Policy #: _____

Workman's Comp. Policy # (Work Study & Co-op only): _____

Name of Direct Supervisor: _____

Supervisor's email address: _____

Supervisor's daytime phone: _____

Civil Rights Policy

The Martha's Vineyard Public Schools recognize the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. MVPS extends its policy of nondiscrimination to students, staff, the general public and individuals with whom it does business. *No **person** shall **be excluded** or discriminated against on the basis of race, color, sex, age, religion, national origin, sexual orientation, or disability.*

I have read and I accept the conditions and statements of this agreement:

Employer/Mentor Signature: _____