

**Future Launch
Work Experience – Training Agreement**

The purpose of this agreement is to provide the trainee with an opportunity for career exploration and skill development. The parties entering into this agreement are:

_____, hereinafter referred to as, Business; _____, hereinafter referred to as Trainee; and Highline College.

This agreement begins _____ and ends _____ or after _____ hours worked.

A. Business agrees to:

1. Teach Trainee assigned training tasks (See Work Experience Worksheet).
2. Evaluate Trainee’s competence performing assigned tasks and provide feedback to Trainee.
3. Provide Trainee with meaningful work and sufficient equipment and materials to perform assigned tasks. Provide enough work to occupy Trainees during working hours.
4. Familiarize Trainee with business location, co-workers, dress standards and safe working practices.
5. Ensure working conditions for the Trainee will be the same as those of similarly employed workers.
6. Ensure working conditions will not be unsanitary, hazardous or dangerous.
7. Read, post, and follow “Minor Work Regulations”, as applicable.
8. Complete appropriate Trainee job descriptions, evaluations and timesheets as required by Highline College.

B. Trainee agrees to:

1. Meet performance objectives assigned by supervisor and Employment Consultant.
2. Be to work on time and notify supervisor before shift if late or if you cannot make it to work.
3. Dress and behave according to business standards. Follow instructions and avoid unsafe acts.
4. Learn assigned tasks to the best of your ability and ask for support if unable or unsure how to do a task.
5. Read Minor Work Regulations and be aware of unsafe working conditions (if under 18).
6. Submit timesheet to Highline College on time.

C. Highline College agrees to:

1. Inform supervisor and trainee about guidelines and procedures, including business and trainee responsibilities.
2. Provide workplace support, as needed, to trainee and supervisor.
3. Counsel trainee to resolve personal problems affecting training.
4. Work with Trainee and business as needed to review progress and compliance with this agreement. Review Trainee’s evaluations, counsel Trainee and make worksite adjustments as necessary.
5. Pay Trainee’s wages for hours worked.
6. Make thoughtful placements to participating businesses.

Indemnification

Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm or cooperation not a party to this Agreement.

I understand and accept the responsibilities and conditions of this agreement.

Trainee Signature:

Date:

Authorized Business Representative:

Date:

Highline College Representative:

Date
