

**Career and Technical Education**  
Barbara-jean Chauvin, Asst. Principal/CTE Director  
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**Employer Application**  
**Work Study/Mentorship Program**  
**2020-2021**

**To the Employer/Mentor:**

- Work Study/Mentorship is a **full credit** high school course. Students are assessed and earn academic credit. Their grade is determined by the submission of bi-weekly time sheet/journal, employer/mentor evaluations, and completion of OSHA Safety Training.

**All students are required to complete the 5-hour On-line Safety Training.**

**The *Employer/Mentor* is expected to**

- **NEW! Submit a COVID-19 CONTROL PLAN as required by the Commonwealth of MA.**
- Appoint a CORI-approved supervisor prior to the student being allowed at the job site.
- **Sign and comment on bi-weekly student time sheets.**
- Submit an online evaluation for the student each quarter.
- Provide adequate instruction to the student.
- Contact the Asst. Principal/CTE Director with any concerns for/or termination of students.
- ***Know and abide by all State and Federal Child Labor Laws.***

**Students are expected:**

- Be present at the Work Study/Mentorship worksite during scheduled hours/blocks.
- Provide their 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 Title and Duties: \_\_\_\_\_

Circle one: WORK STUDY (hourly rate \_\_\_\_\_) MENTORSHIP: \_\_\_\_\_

**BUSINESS MAILING ADDRESS:**

**BUSINESS STREET ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insurance Co. Name: \_\_\_\_\_

Insurance Co. Policy #: \_\_\_\_\_

Workman's Comp. Policy # (Work Study only): \_\_\_\_\_

Name of Direct Supervisor of Student: \_\_\_\_\_

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: \_\_\_\_\_