

# Early Release Work Application

**This application must be typed. Application Deadline: May 18, 2018**

After completing the application, please print the entire application (including the driving permission form and program guidelines.) Submit all typed paperwork to your high school guidance office by May 18, 2018 or email it to [dmobus@bedfordctc.org](mailto:dmobus@bedfordctc.org). Notification of acceptance into the program will occur by August 13, 2018.

You must also provide proof of MEDICAL/HEALTH insurance to participate in the Early Release Work Program. Although each school district has liability insurance that will cover you should an accident occur, every student must also be covered under some type of medical insurance to handle accidents not covered under liability insurance.

Student Name: \_\_\_\_\_ High School: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Home Phone: \_\_\_\_\_ Cell (if applicable): \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent/s or Legal Guardian (List both parents please): \_\_\_\_\_

Parent Email: \_\_\_\_\_

Work Phone: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Cell Phone: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Medical Insurance Provider: \_\_\_\_\_

Medical Insurance Group Number: \_\_\_\_\_

If you are currently employed please answer the following questions:

Name of Employer/Business:

Name of your Direct Supervisor:

Address of the business:

Phone number/Contact for your supervisor:

How long have you been employed here:

What type of work do you do at this job?

**\*\*Please note: You must have a job in order to be eligible for work release. Also, all employers must have current clearances on file for you to be released during school hours (Act 151: PA Child Abuse Clearance and Act 34 Criminal Background History.)**

## Work Release Driving Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

School: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

By signing this release form, you and your parents are relieving the school district and school personnel of any liability and responsibility when your child is driving to a place of employment and/or when your child is a passenger in another student's vehicle that is traveling to a place of employment or any learning opportunity provided by the school taking place before, during, and/or after school hours.

Also, you and your parents are acknowledging that you are being released early from the regular school day to go to your place of employment. Should your employment be terminated for any reason, you must find a new job within three weeks. Failure to do so will result in having to come back to your home school and take a full day of scheduled classes.

\*\*\*\*My child  does  does not have permission to be photographed for publication in newspaper articles and/or television coverage.

I, \_\_\_\_\_, acknowledge and

(Student's signature)

accept the above conditions.

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_, acknowledge and

(Parent/Guardian signature)

accept the above conditions.

\_\_\_\_\_  
(Date)

### Work Release Guidelines/Expectations

- If you qualify for the Early Release Work Program, it is your responsibility to secure the appropriate clearances (Act 151: PA Child Abuse Clearance and Act 34 Criminal Background History) from your employer. You cannot be released from school early until the clearances have been turned in.
- Students are expected to demonstrate a high degree of integrity, responsibility, honesty, and independence. Character indiscretions may result in dismissal from the Work Release program.
- Students are required to submit bi-monthly time sheets verifying employment. This can be a photocopy of pay stubs, signed documentation from a supervisor documenting employment hours each week, etc. Consequences for failing to turn in employment documentation: first time—warning; the second time—the student must submit a half-page essay on the value of meeting deadlines; the third time—the student must submit a one-page, single spaced essay on the importance of integrity and character and a conference will be held to determine future participation in the Early Release Work Program.
- Parents acknowledge that school transportation will not be provided in this program. The parent/guardian will be responsible for providing all transportation to the employment site/s.
- A driving waiver must be signed by the parent/guardian relieving all school personnel and school district of any liability while the student is driving or is a passenger in another vehicle before the student can begin the program.
- If the program director determines you are not fulfilling your obligations according to the established guidelines (school attendance, employment attendance, employment responsibilities, etc,) you will be dismissed from the program and will return to your home school district for a full schedule of classes.

By signing this agreement, you and your parent/guardian acknowledge and understand the guidelines of the Early Release Work Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date