



Poarch Creek Indians Co-Op Application

Applicant Information

| | | | |
|---|--------|---|---|
| Full Name: | | Date: | |
| Address: | | | |
| City: | State: | Zip Code: | |
| Phone: | Email: | | |
| Date of Birth: | Age: | Social Sec. Number : | |
| Please indicate your Tribal Affiliation? | | <input type="checkbox"/> Tribal Member Roll #: | <input type="checkbox"/> First Generation (Letter must be submitted) |
| Do you have your own transportation? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you participated in a Co-Op Program in the past? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Do you have any health issues or allergies? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If yes, please explain your condition: | | | |
| Do you have relatives that work for the Tribe? (Includes: PCI, CIE, Gaming, Etc.) | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If yes, please list their names and department: | | | |

Education

| | | | |
|---|------------------------------|-----------------------------|-----------------------|
| Are you currently attending school? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Last Grade Completed: |
| Name of School Attending: | | | |
| Career areas are you interested in (List at least 3): | | | |

Parent/ Guardian Information

| | |
|------------------------|-------------|
| Parent/ Guardian Name: | |
| Home Phone: | Cell Phone: |

Notification and Signature

All applicants will be drug tested, a positive result will result in termination from the program. This application must be returned to the Poarch Creek Indians Education Department. This program is for high school students that are 16-18 years old and must be enrolled in their school's co-op program. Participant must adhere to all Poarch Creek Indians policy and procedures. I will uphold the Tribe's confidentiality policy. I hereby swear and affirm that the information contained in this application is true and correct to the best of my knowledge. If you have any questions, please call Christyn Sells at (251) 359-5760.

Participant Signature: _____ Date: _____

Required documents include:

- Social Security Card
- Current Report Card
- First Generation Letter if applicable
- Attached Approval Form with all signatures

Deadline to submit an application is August 16, 2017.

Poarch Creek Indians Co-Op Program Approval Form

Principal & Co-Op Teacher Approval

Student's Name _____

The above named student is currently enrolled at _____. He/she has maintained at least a C average in his/her subjects. The student also has a high school record of regular attendance and is free of serious discipline problems. He/she has also completed the necessary requirements to enroll in his/her high school co-op program. Therefore, we recommend this student for participation in the Poarch Creek Indians Co-op Program for this year.

Principal's Signature: _____ Date: _____

Co-Op Teacher Signature: _____ Date: _____

Parent/ Guardian Approval

My child, _____, has my permission to participate in the Poarch Creek Indians Co-op Program and will abide by all the policies and procedures set forth by the Poarch Creek Indians.

Parent/Guardian's Signature: _____ Date: _____

*Applicants will be drug tested and must successful pass the drug test. If accepted, student must maintain acceptable academic, disciplinary, and attendance records both in school and on their job site.

2017-2018 POLICIES FOR POARCH CREEK EDUCATION PROGRAM & APPLICATION

Application Deadline is August 16, 2017

CONTACT INFORMATION NEEDED HUMAN RESOURCES/SUPERVISOR/CO-OP COORDINATOR

Name _____
Address _____
Telephone No. _____ Emergency Contact _____
Birthdate _____ Age _____ Social Security No. _____
Student Career Objective _____ Worksite Placement _____
Worksite Employer _____
Address _____
Worksite Supervisor _____ Telephone No. _____
Dates of Co-Op _____ Starting Time _____ Ending Time _____
Total Weekly Hours _____ Beginning Rate of Pay (opt.) _____

CO-OP STUDENT POLICIES

1. Co-Op Students will be a Tribal Member of First Generation descendent between the ages of 16 through 18 years of age. The student must have their parent's and high school principal's approval to participate in the Co-Op Program. The student must have at least a C average and be on task to graduate as a senior. The student is required to bring a letter from the Principal stating that the student is on task to graduate and has the required C average. The student must maintain the C average and bring a copy of their semester grades to the Co-Op Coordinator.
2. Co-Op Students will interview for their positions.
3. Co-Op Students may not work at any other Tribal Enterprise while they are a Co-Op student.
4. Interns will turn in to their supervisor and Co-Op Coordinator a doctor's excuse when they take time off for a doctor or medical appointment.
5. The student is expected to be at the training site every day and at the appointed time each day.
6. The Co-Op Students are not allowed to drive any tribal vehicles and not perform any type of work considered hazardous as described in the Federal Labor web site and the Tribal Human Resource Department.

7. The Education Department's Co-Op Coordinator will be responsible for reviewing the competency checklist with the Co-Op supervisor on a regular basis during the students Co-Op semester.
8. *The training site can at any time terminate or request a removal of the student to another site if the situation is not working out or if the student is demonstrating poor performance.*
9. *Co-Op students are expected to complete their assignments at the on time.*
10. The Training Site Supervisor agrees to notify the Co-Op Coordinator if the Training Site Supervisor cannot resolve problems he/she is experiencing with the Co-Op, is terminating the Co-Op Student, and will forward the student's folder to the Education Department.
11. Students are expected to conduct themselves in a manner, which complements the expectations of the training site supervisor.
12. Students will dress appropriately for their department. This is usually khaki pants and button shirt or polo shirts for the young men, knee length skirts, khaki or dress slacks, blouses or polo shirts for the girls. The girls cannot wear tank top shirts or blouses.
13. Students will do nothing to disrupt the normal routine of the training site.
14. The Co-Op students must maintain confidentiality at all times about what they see, read, or hear while working as a Co-Op student.

WORKSITE EMPLOYER RESPONSIBILITIES

1. The training site will adhere to all State and Federal regulations regarding employment; child labor laws, minimum wages and workmen's compensation.
2. The worksite supervisor will provide an overview of the worksite and its operations, as well as safety instruction.
3. The supervisor will make a periodic evaluation of the s' job progress using a rating form provided by the PCI Education Co-Op Coordinator.
4. The worksite agrees to keep the Co-Op at their worksite during their assigned work hours. Should another department request help for a rush job there must be an

agreement made with the current supervisor, the other department, and the Co-Op Coordinator as to how long the will be on load for the rush job.

5. The worksite agrees to keep accurate records of the Co-Op's attendance and is responsible for making the decision on whether the Co-Op retains his/her position or he/she is terminated for poor performance.
6. The is responsible for contacting their supervisor as soon as possible if they cannot be at work; failure to notify the supervisor can result in the loss of their Co-Op position. The student's Time Sheets are to be turned in Cheryl Fore, Payroll Specialist, in Federal Accounting at the agreed time in order for the students to receive their paychecks.
7. The worksite employer agrees to permit the Education Department's Co-Op Coordinator to visit the student trainee and worksite supervisor at the place of employment to determine progress, obtain direct feedback, and make adjustments in the training plan whenever necessary.

STUDENT TRAINEE'S RESPONSIBILITIES

1. The student trainee agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The Co-Op Student will discuss any worksite problems immediately with the worksite supervisor and the Co-Op Coordinator.
3. The Co-Op Student will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The Co-Op Student must be regular in attendance on the job. **If unable to report to work, the student will notify their supervisor, and the Co-Op Coordinator will be notified before the start of the normal workday. The student is responsible for calling in for her/his self.**
5. Transportation is the responsibility of the student. We do not transport s for meals.
6. The Co-Op Student will dress appropriately and safely for the worksite.
7. The Co-Op will demonstrate a willingness to learn throughout the work-based learning program.
8. The Co-Op must maintain confidentiality at all times about anything that they may hear or read during and after their Co-Op program ends.

9. The Co-Op Students are not to visit with other Co-Op Students during their work hours; nor are they allowed to have outside visitors during work hours, unless during their lunch break.

EDUCATION DEPARTMENT'S RESPONSIBILITIES

1. The program is under the supervision of the Co-Op Coordinator.
2. The Co-Op Coordinator will visit the student trainee and worksite supervisor on a regular basis at the training site and evaluate their progress.
3. The Co-Op Coordinator will work with the students and worksite supervisors and discuss progress, issues, and concerns.

PARENT OR GUARDIAN RESPONSIBILITIES

1. The parent/guardian will allow the student to participate in the work-based Co-Op program as described in this agreement.
2. The parent/guardian will assume responsibility for the personal conduct of the student.
3. The parent/guardian will work with the student to arrange transportation to and from the worksite.
4. The parent/guardian will absolve the Education Department, worksites, and of all responsibility involving incidences during the work-based learning experience. The worksite supervisor has the right to fire a Co-Op Student based on the student's actions. The Co-Op actions that are cause for dismissal will be documented and placed in the students file.
5. The parent/guardian will ensure that the student has appropriate apparel and safety equipment for the worksite.
6. The parent/guardian will encourage and support the student to succeed in the work-based learning program.
7. It is the parent's responsibility to require the student call their supervisor when they are ill or unable to report to work.

We the undersigned agree to the conditions and statements contained in this agreement.

Co-Op Student _____ Date _____

Parent or Guardian _____ Date _____