



JOB ORDER

Date Rec'd:

Taken By:

Employer Name:

Address:

City Zip:

Contact Person:

Phone Number:

Estimated Hourly Wage:

Work Schedule Hours / Days:

Related Day(s):

Job Description:

Start Date	Student Name	Program	Home School	Grade	Job Title	Supervisor	Type of Placement	Start Wage	M L

C = Co-op

W/E = Work Experience

F/T = Full Time

P/T = Part Time

J/S = Job Shadow

E-mail completed forms to the placement office

Notice of Nondiscrimination Policy: It is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, national origin, creed or ancestry, political belief, sex, disability, handicap, religion, age, height, weight, or marital status be excluded from participation in, denied the benefits of or be subjected to discrimination under any program or activity and in employment. Student who believe they have been discriminated against are encouraged to report complaints promptly to the Assistant Principal, TBA Career-Tech Center, 880 Parsons Road, Traverse City, MI 49686; (231) 922-6379

revised 6-08