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**FAIRFIELD WARDE HIGH SCHOOL**

 **JOB SHADOWING PROGRAM**

**What is Job Shadowing?**

Job shadowing gives students the opportunity to spend one day with a professional employed in a career area which interests them. Shadowing provides students with an invaluable opportunity to acquire realistic information about possible career options and college majors.

**Who can participate?**

11th grade students may participate who currently are in good academic standing (passing grades in all classes) with no disciplinary offenses or loss of credit. Students are required to have their shadowing application signed by both their parent and school counselor.

**Does the student do the job shadow during school hours?**

Yes, the day will count as an excused absence.

**What is required of the student?**

 (a) Attend two mandatory meetings prior to the job shadow. The first is to meet with Ms. Lala in the College & Career Center, and the second will provide information regarding proper attire, conduct, expectation, etc.

(b) Contact their shadowing host to introduce themselves and to schedule a mutually convenient day for their shadowing experience.

(c) Complete a questionnaire designed for the the student to learn about the career area they have selected to explore e.g. knowledge & skills, earnings, job outlook, related occupations, education and training.

(d) Complete an evaluation and send a “Thank You” letter to their site host.

(e) Provide their own transportation to and from the job site.

**How does the student find a job shadowing site?**

Students are encouraged to find their own shadowing site, as we have a limited number of sites available. If a student is unable to procure a shadowing site, members of the shadowing committee will contact relevant businesses that match the student’s interest.

**What if a student is unclear as to their career of interest?**

If a student wants to participate in the program but is unclear as to their career interest, they can make an appointment with their school counselor or Ms. Lala in the College & Career Center to review their interest inventory and brainstorm ideas.

**What is the deadline to submit the shadowing application?**Friday, February 26, 2016

**Application on back**

**JOB SHADOWING APPLICATION**

**\*\* Print Clearly\*\***

**Name: Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom: \_\_\_\_\_\_**

**Home Phone ( ) Cell Phone E-Mail**

1. **As our shadowing sites are limited, were you able to find your own shadowing location? Y / N**

 **If yes, please provide the below contact information of your site host. If no, proceed to question #2.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Commuting: Fairfield Only Outside Fairfield (New Haven, Stamford, Norwalk) NYC**
2. **What careers interest you? Please list them in order of preference.**

**(A)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Employment:** Please list the jobs you have held from Grade 9 to present.

**Place of Employment Position(s) Held Avg. Hrs. /Week Dates**

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**5. Clubs/Community Service/Sports:** Please list extra-curricular activities in which you have been involved.

**Clubs/Service/Sports Circle Grade(s) Avg. hours per week/ Role**

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| --- | --- | --- |
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**Student signature Date**

**Parent signature Date**

**School Counselor signature \_\_\_\_\_\_ Date**

***Please return this form to Ms. Lala in the College & Career Center no later than February 26, 2016***