

Santa Barbara Middle School STUDENT'S JOB CONFIRMATION SHEET

Parents are welcomed, encouraged, to help their child find and set up a job.
Do not contact ANY employer before checking with Whitney first. .

Student Name, First and Last: _____ **Grade:** _____

Employer or Supervisor, First name AND Last name: _____

Name of Business: _____

Mailing Address: _____

(May be different from location address -ASK)

City: _____ **State:** _____ **Zip Code (required):** _____

Business Phone: _____ **Business Fax:** _____

Ask your employer if the Location address is different from Mailing address. If so:

Location Address (# and street): _____ **City:** _____ **State:** _____

Shoot for 5 working days out of these 8 days. Work 5-6 hours per day.

Days & Hours:

(Remember to not schedule any other appointments during these work hours.)

Date

Time/Hours

Wednesday, November _____ : _____ - _____

Thursday, November _____ : _____ - _____

Friday, November _____ : _____ - _____

The student will call **Saturday, November** _____ : _____ - _____

in early November **Sunday, November** _____ : _____ - _____

to confirm work **Monday, November** _____ : _____ - _____

dates and hours. **Tuesday, November** _____ : _____ - _____

Wednesday, November _____ : _____ - _____

Dress code: ask what it is, and ask for an example: _____

I am willing to volunteer to take the above Santa Barbara Middle School Student for the agreed times, during the Career Study Week. If we don't know the hours now, we will agree upon them before the above work week. Signed, the **Volunteering Employer:**

(A follow up confirmation letter will be forthcoming from SBMS.)

