



WORK & VOLUNTEER EXPERIENCE APPLICATION

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STUDENT INFORMATION

Name:		Date:	
First day of the 9 week requirement		Last day of the 9 week requirement	

CHECKLIST

- Be sure you met the attendance minimums and grade requirements
- Attach the 1 page paper as required (see requirement 6)
- Have you manager/supervisor complete the evaluation
- Complete the hours log & attach required documentation

MANAGER'S/SUPERVISOR'S EVALUATION

Please circle the student's score in each category. Write your name and phone number where you can be reached. LAVA office staff may call you to verify the information below. Sign at the bottom when you are done.

Attribute	Unacceptable	Below Average	Average	Above Average	Excellent
Attitude	0	1	2	3	4
Punctuality	0	1	2	3	4
Integrity	0	1	2	3	4
Work Ethic	0	1	2	3	4
Manager's Name	Phone # :				
Manager's Signature					

VERIFICATION OF HOURS

Don't forget to include all of the hours worked.

List all Work Hours Below			For Office Use ONLY		
Start Date	End Date	Hours Worked	Initials	Date	<input type="checkbox"/> 123 hours completed <input type="checkbox"/> Dates within the 9 week term <input type="checkbox"/> Full-time student <input type="checkbox"/> Finished at least 2 classes within 9 week period <input type="checkbox"/> Passed ALL classes with C or better <input type="checkbox"/> Completed written assignment <input type="checkbox"/> Supervisor evaluation at least 2.5 or above <input type="checkbox"/> Credit added to student's transcript Date Completed: _____ Signature: _____
Total Hours					
Must be greater than or equal to 123 Hours					