



JOB TERMINATION REQUEST

(To Be Filled Out By the Student)

Type of Work-Based Placement: _____

Trainee _____ Social Security Number _____

School _____ Phone _____

Address _____ City _____ Zip _____

Work-Based Program Title _____

School-Based Mentor _____

Employer _____

Work-Based Mentor _____ Phone Number _____

Date of Request _____ Length of Training _____

(USE BACK OF THIS SHEET IF NECESSARY)

1. Reason for requesting termination of employment: _____

2. What effort did you make to develop good working relations on the job? _____

3. List specific instances that made you feel you could no longer work at this workplace: _____

4. Have you discussed the situation with your School-Based Mentor? What were the results of this discussion?

Termination Request: Denied Approved

Last day of work with this employer: _____

Student Signature: _____ Date _____

School-Based Mentor Signature: _____ Date _____

Work-Based Mentor Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

If a trainee is terminated from a workplace, the School-Based Mentor must be notified immediately and become involved in discussions with the employer, trainee, parent/guardian, and work-based mentor. The completed termination request becomes part of the student's school record.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Newaygo County Regional Educational Service Agency that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.