



Forest Lake Academy Student Employment Application 2013-2014

Basic Information

Applying For: Academic Year Summer

Name: _____

Address: _____

Date of Birth: ___/___/___ Age: ___ Grade: _____

Previous Experience

On Campus: _____

Off Campus: _____

Desired Employment

Please list your top three choices for employment:

1) _____

2) _____

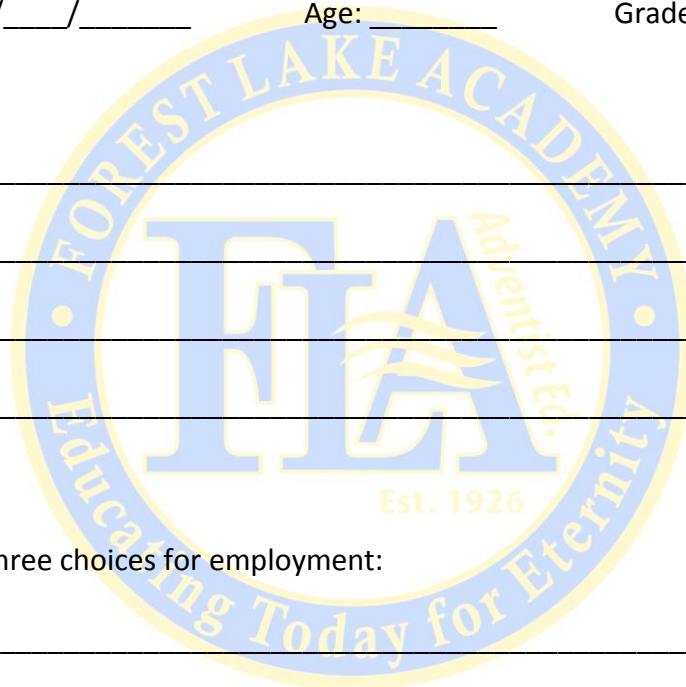
3) _____

If you would like to be a reader, please indicate who you would prefer to work for:

1) _____

2) _____

3) _____



Forest Lake Academy General Student Employment Contract

2013-2014 STUDENT EMPLOYMENT CONTRACT

NAME: _____

SUPERVISOR: _____

You are hereby notified that you have been hired for a position with Student Employment as a

_____ in the _____ department for the academic year of 2013-2014
Job Title Department

Other provisions in this contract are as follows:

1. Fulfill duties and responsibilities as directed by the Supervisor.
2. Fulfill On-Duty time as scheduled by the Supervisor.
3. Any other duties or tasks assigned by the Supervisor.
4. Read and abide by the 1-2-3 policy.
5. Uphold the highest standard of behavior and dress as an SDA role model.
6. Uphold FLA Policy Handbook, including but not limited to jewelry, electronics, etc.

The agreement to accept this appointment is subject to the policies and regulations of Forest Lake Academy regarding: cooperation with the administration, loyalty to Forest Lake Academy and its mission, efficient performance of duties, worthy and exemplary conduct, completion of additional duties deemed necessary by the Supervisor, and adhere to the policies, principles, and standards of Forest Lake Academy and the Seventh-day Adventist Church.

If for any reason the student feels that they would like to be transferred to another position on campus, requests to do so must be made in writing with a Work Transfer Request turned in to the Student Employment Director within **two weeks** of the start of work date. Failure to submit a request within the allotted time period will result in a denied Work Transfer Request.

I hereby accept the above appointment and promise to serve wholeheartedly in carrying out the duties attendant to this appointment. I agree, by God's help, to live an exemplary Christian life, to work cooperatively with the staff and administration, and to support the policies of Forest Lake Academy. Prior to making additional time commitments to my schedule, I will consult with my supervisor.

Student Employee Signature

Date

Parent/Guardian Signature

Date

FOREST LAKE ACADEMY 1-2-3 POLICY

Forest Lake Academy's 1-2-3 Policy

- 1- If **FIRST** infraction occurs the Student Supervisor will discuss the infraction with the student, record the time/date of the infraction on the student's Work Record Sheet, and contact the Student Employment Director to notify the parent(s) of the student of the first infraction.

Infractions could include, but are not limited to: 3 tardies or 1 unarranged Absence, insubordination, failure to complete assigned duties in a manner reflecting FLA quality standards, Misuse of On-Duty time.

- 2- If **SECOND** infraction occurs the Student Supervisor will inform the student of the infraction, record the time/date of the infraction on the student's Work Record Sheet, and contact the Student Employment Director. The Student Employment Director will then schedule a meeting with the student, parent(s), and Student Supervisor.

Termination of Employment could occur if further infractions occur.

- 3- If **THIRD** infraction occurs the Student Supervisor will inform the student of the infraction, record time/date on the student's Work Record and contact the Student Employment Director. The Student Employment Director will meet with the student and Student Supervisor to discuss the infraction and to inform the student of termination of employment. The Student Employee Supervisor will then have the student contact the parent(s) while present in order to answer any questions the parent might have.

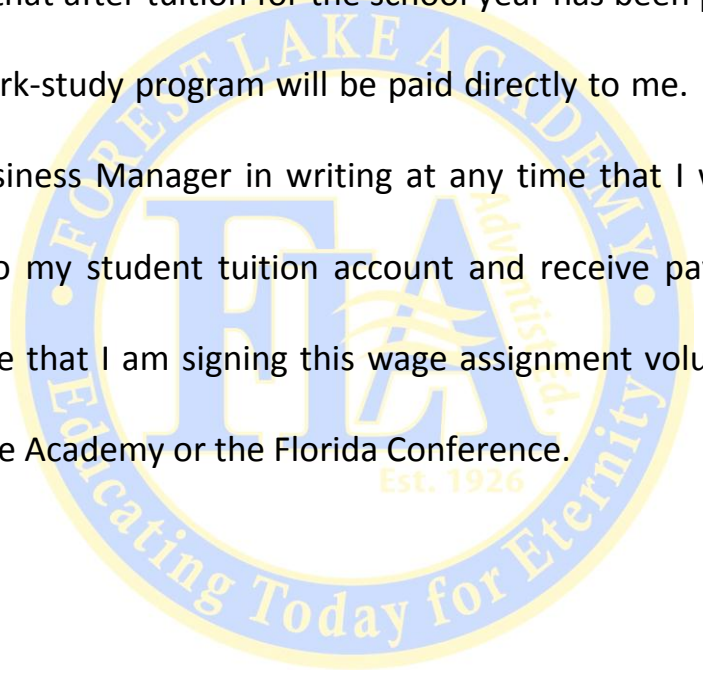
Infractions that could result in **Immediate Termination of Employment** could include, but are not limited to:

- Dishonest timecards
- Expulsion from Forest Lake Academy
- Conduct unbecoming the employment standards of Forest Lake Academy and the SDA church

VOLUNTARY WAGE ASSIGNMENT

Beginning on _____, 2013 and ending on _____ 2014,

I _____ voluntarily assign my earnings as a student employee of Forest Lake Academy and the Florida Conference of Seventh-day Adventists to my student tuition account (No. _____) for the sole purpose of paying school tuition and fees. I understand that after tuition for the school year has been paid in full, any earnings through the student work-study program will be paid directly to me. I understand that I may notify the Academy Business Manager in writing at any time that I wish to discontinue this voluntary assignment to my student tuition account and receive paychecks for my student earnings. I acknowledge that I am signing this wage assignment voluntarily and without any coercion or duress by the Academy or the Florida Conference.



Signature of student

____/____/____
Date

Printed Student Name

Signature for consent of
Parent/Guardian if student under
age 18

____/____/____
Date