

Training AGREEMENT

Work Experience

This agreement is between the \_\_\_\_\_, \_\_\_\_\_ and:  
Agency Program

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TRAINER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AND

TRAINEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

THIS AGREEMENT WILL BE EFFECTIVE

BEGINNING \_\_\_\_\_ AND ENDING \_\_\_\_\_

The following will apply as guidelines for all participants under this Training Agreement:

1. The training site must be properly licensed in accordance with all local regulations.
2. Financial compensation to the trainee is provided by \_\_\_\_\_.
3. All trainees are covered by the Workmen’s Compensation Insurance Policy of:  
\_\_\_\_\_.
4. Each trainee’s time schedule will correspond to the employer’s work schedule but cannot exceed \_\_\_ per week, no overtime is permissible.
5. The trainee is to complete \_\_\_ hours of training time in \_\_\_ weeks. Work schedule will be arranged by the worksite supervisor.
6. Attendance will be monitored. If a trainee is going to be late or absent, the trainee must call his/her supervisor at the training site BEFORE the designated start time.
7. Trainee shall follow all policies, procedures, rules and regulations set by the training site. The supervisor may discipline the trainee as they would a regular employee for violations.
8. The trainee’s training experience may be terminated for good cause as determined by the site supervisor, case worker, or by the trainee. Examples include: obtained full-time unsubsidized employment, medical issues that prohibit trainee from employment.
9. The training site is under no obligation to hire a trainee after the completion of the Training Agreement but is strongly encouraged to hire trainees whenever possible. Two weeks prior to the end of the Training Agreement if the site supervisor is not planning to

hire the trainee they must inform the case worker to allow the trainee to seek other employment on a scheduled basis for the duration of the Training Agreement.

10. The training site may be contacted by telephone, email or visited by the agency contact staff member to obtain feedback on all aspects of the training experience,
11. The training site supervisor agrees to submit bi-weekly attendance reports utilizing agency timesheets provided, monthly evaluations will also be completed on the trainees performance.
12. If warranted, a letter of recommendation from the training site supervisor upon successful completion of the training activity is greatly appreciated.