

# BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT



## *Timber Creek Regional High School*

### *CEP Option- Work Study*

*Advisor: Mrs. Pellegrino*

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**\*ALL WORK STUDY CONTRACTS ARE DUE BY AUGUST 11, 2023.**

**DO NOT TURN IN AN INCOMPLETE CONTRACT - YOU WILL NOT BE APPROVED.\***

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### **Description:**

Work Study is an opportunity for students to earn money and receive credit on their high school record for their employment. Students will find and maintain employment throughout the entire school year. Students must work a minimum of 15 hours per week.

#### **To The Employer:**

- Students are required to work a minimum of 15 hours per week/60 hours per month. (less than 15 hours per week can be considered in extenuating circumstances, on a case by case basis)
- Students must have access to a payroll portal or receive a physical paystub demonstrating hours worked, pay rate and withholdings.
- Employment will be verified by Mrs. Brittany Pellegrino, Career Education Counselor, prior to the start of the school year.
- Please contact Mrs. Brittany Pellegrino at 856-232-9703 ext. 6054 or [bpellegrino@bhprsd.org](mailto:bpellegrino@bhprsd.org) with any questions or concerns regarding the employee.

Please **PRINT CLEARLY** the following employer information:

Business/Employer: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Position & anticipated hrs./week: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

Supervisor Name (print) / Signature: \_\_\_\_\_/\_\_\_\_\_

#### **Work Study Program Eligibility Requirements:**

