

# Bowman High Night School

## WEEKLY EMPLOYMENT PROGRESS FORM

A. Please initial next to each item that best describes your current situation. All Night School students are expected to initial next to item # 6.

- \_\_\_\_ 1. I currently have a job working 28 or more hours per week and receive a paycheck with a deduction.
- \_\_\_\_ 2. I was previously employed and presently out of work.
- \_\_\_\_ 3. I have not been employed since the start of the school year (August 13, 2009).
- \_\_\_\_ 4. I am currently looking for a job and need assistance.
- \_\_\_\_ 5. I have a current resume.
- \_\_\_\_ 6. I understand that I must attend Work Experience every Thursday and that I must have a job to remain in Night School.

B. What steps have you taken to secure employment? Please initial next to each item that best describes your current situation.

- \_\_\_\_ 1. I have contacted the City of Santa Clarita, or Work Source Center. What was the date of your contact? \_\_\_\_\_
- \_\_\_\_ 2. I am aware of another source, which I have utilized.  
\_\_\_\_\_  
(Whom did you contact? What was the date of the contact?)
- \_\_\_\_ 3. I have not been actively seeking employment.
- \_\_\_\_ 4. I have visited job related websites and plan to continue to do so, until I land my next job. (Monster. Com, COC "Career and Job Search Preparation", etc.)  
\_\_\_\_\_  
(Please name the job related website that you have visited.)

**I understand that I must have a job working 28 or more hours per week and receive a paycheck with a deduction. I understand that I may only participate in the Night School program if I am employed. Finally, I understand that if I do not find employment I will be transferred to Golden Oak Adult School.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Print your name \_\_\_\_\_ Date \_\_\_\_\_

CC: student file