Work Experience Report

WBL students must submit weekly hours & wages and report about experiences on the job.

Student Name:_____ Supervisor Name: _____ Employer: _____

Home School: _____ Reporting Dates: _____ to _____

Note to Supervisor: State guidelines require the school maintain a record of student's attendance and hours on the job. It is the student's responsibility to complete and return this form to the school. Employers must verify the students work hours if pay stubs are not available.

Week One	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date								------
Time In/Out								Total Hours
Hours Worked								

Week Two	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date								------
Time In/Out								Total Hours
Hours Worked								

Total Hours for Pay Period: _____

Total Wages for Pay Period: _____

_____   _____
Student Signature: I verify that I have worked the above hours, times, and dates.   *Date*

_____   _____
Supervisor Signature: I verify the student has worked the above hours, times, and dates.   *Date*

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Adapted from WBL Manual 7/31/18

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For every two weeks of work, each WBL student must report on 5 activities or experiences on the job.

Questions to consider in your responses:
1. What new task(s) or procedure(s) did you learn from your work?
2. What problem(s) came up?
3. Describe the most interesting activity or experience you had.
4. What types of experience(s) and skill(s) are you gaining?
5. What did you accomplish?

Day:	Date:	Hours Worked:
My responsibilities today and what I learned from my experience:		

Day:	Date:	Hours Worked:
My responsibilities today and what I learned from my experience:		

Day:	Date:	Hours Worked:
My responsibilities today and what I learned from my experience:		

Day:	Date:	Hours Worked:
My responsibilities today and what I learned from my experience:		

Day:	Date:	Hours Worked:
My responsibilities today and what I learned from my experience:		