

**TENCO WORKFORCE DEVELOPMENT AREA  
WORKFORCE DEVELOPMENT YOUTH PROGRAM  
WORKSITE AGREEMENT & TRAINING PLAN**

The purpose of this Agreement is to provide an opportunity for \_\_\_\_\_ to participate in a Work Experience at \_\_\_\_\_, hereinafter referred to as the “worksite”, to provide Work Experience opportunities for participants in the capacity (ies) indicated within the attached training plan. Work Experience may be conducted at private or public non-profit or for-profit organizations.

As a result of participation in this component, the participant will receive compensation for all hours of participation verified by the worksite and authorized by the contractor, a maximum of 30 hours per week. The compensation will be made by the employer of record; \_\_\_\_\_. In no event shall compensation exceed \_\_\_\_\_ hours per week.

By virtue of signing this Agreement, the “worksite” and the “contractor” agree to provide Work Experience opportunities in accordance with the terms and requirements herein.

1. The “worksite” agrees to provide a learning experience for participants placed into this component. Such activities shall incorporate training to teach skills not previously acquired by the participant.
2. The “worksite” agrees to notify the “contractor” or its representatives of problems that arise during the participant training.
3. The “contractor” or its representatives will provide assistance to both the participant and employer to ensure that the participant is provided training to improve his/her employable skills.
4. The “worksite” agrees to provide the “contractor” with information related to time and attendance of participants located at the worksite. The “contractor” will provide payroll information to TENCO Workforce Development Area for reimbursement of work experience wages.
5. The “contractor” agrees to pay work experience wages directly to participants.
6. It is the intent of this program to provide participants with experience in career fields of interest to the participant served, to provide an opportunity for the participant to complete entry-level tasks in a specific occupation, provide training necessary to guide the participant through the completion of assigned tasks, and inform the participant of employer expectations. Upon successful completion of work experience, the “worksite” may hire the participant for work to be conducted outside of the scope of this agreement between the “contractor”, “worksite”, and “the funding agency”.

Period of Agreement: \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
**Worksite Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor Representative Signature**

\_\_\_\_\_  
**Date**

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Participants Name \_\_\_\_\_ Contract Representative \_\_\_\_\_

Worksite \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

FEIN # \_\_\_\_\_

Immediate Supervisor & E-mail \_\_\_\_\_

Employment Period \_\_\_\_\_ to \_\_\_\_\_

Work Schedule: Hours per Week \_\_\_\_\_

Daily Work Hours \_\_\_\_\_

Total Hours to be Completed \_\_\_\_\_

Hourly Rate of Pay: \$ \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Worksite Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Date**