Work Experience Work Plan

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| Employer Information | | | | | | | | | |
| Trainee Name: | | | | Classroom Training/Credentials: | | | | | |
| WEX Job Title: | | | Attach Job Description:  Employer 🞏 ONET 🞏 | | | Start Date | | | End Date |
| Work Days: 🞏 M 🞏 T 🞏 W 🞏 Th 🞏 F  🞏 Sa 🞏 Su | | Work Hours per Day: | | | | | Max hours to be worked each week: | | |
| Starting Hourly Wage: | Ending Hourly Wage: | Max Worksite Hours (Tier 1 max 320) | | | | | | Max Allowed for PY | |
| Worksite Name: | | Worksite Address: | | | | | | Telephone No: | |
| Supervisor Name: | | Supervisor Title: | | | | | | Number if different from above: | |
| Pay Schedule: 🞏 Weekly 🞏 Bi-weekly  🞏 Monthly | | Ratio of Trainees to Supervisor: | | | Supervisor email: | | | | |
| List all previous job work experience job titles: | | | | | | | | | |

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| Comparison of job skills | |
| Previous job skills obtained (attach resume) | Job Skills participant will obtain from WEX (from employer job description or ONET job description |
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Signature and Date of WIOA Adult/DW Career Advisor Signature and Date of Employer/Supervisor

Packet should include: 🞏 Employer Job Description or 🞏ONET Job Description

🞏 Participant Resume or 🞏 Work History Form

🞏 Prevailing Wage Form or 🞏 Wage Analysis Form