

JOB PLACEMENT REQUEST

Lindsey Hopkins Technical Education Center

A job placement service is available to any student enrolled in a vocational education program who completes at least one Occupational Completion Point (OCP).

This request form may be completed by one of the following individuals:

- Vocational education instructor
- Vocational education department chairperson
- Career counselor
- School counselor
- Student who has completed an OCP

Place this completed request in the wooden box in room D106.

PLEASE PRINT. A request form with incomplete information will not be processed.

Date: _____ Name of person completing form: _____

Name of student: _____

Address of student: _____

City: _____ Zip code: _____

Telephone: _____ E-mail: _____

Name of Instructor: _____ Department: _____

Course in which OCP was earned: _____

Specify jobs of interest: _____

PLACEMENT FEEDBACK

COMPANY	ADDRESS	PHONE	CONTACT	RESULT
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1. _____

2. _____

3. _____

4. _____

5. _____

Follow-up counseling session: Date: _____ Time: _____

Was student hired? Yes No If no, why not? _____

If yes. Where? _____

Signature _____ Date _____