



NWILED Job Shadow Program Work Based Learning Agreement

_____ (Host Business) agrees to permit NWILED selected participants to enter their establishment for the purpose of career awareness while job shadowing. This NWILED Job Shadow Program Work Based Learning Agreement terminates upon a 30-day notice from either party.

As part of the job shadowing program, participants, primarily young adults, will complete an orientation with NWILED to the NWILED Job Shadow program, followed by the actual job shadow experience. Once the job shadow experience has been concluded, the participant will work with the Host Business to complete their Job Shadow Questionnaire.

Participant Responsibilities:

1. Agree to and sign the NWILED Job Shadow Verification Form.

NWILED Responsibilities:

1. Secure approved Host Businesses from the NWILED membership and develop prospective participant(s).
2. Meet and consult with Host Business and their job shadow professionals to discuss the participant(s) and develop a shadowing schedule.
3. Communicate with the Host Business to discuss and resolve any issues. NWILED, by showing just cause, has the right to withdraw the participant(s) at any time.
4. NWILED allows equal access to participants 18 years and older based on merit and availability of a shadowing site in the requested career field(s) of interest.
5. Participants will receive a NWILED certificate of achievement and mention in NWILED marketing efforts.

Host Business-Organization Responsibilities:

1. Provide a shadowing experience that is informative, safe, and meaningful.
2. Supervise the participant(s), who will be of at least 18-years of age, and share knowledge of targeted career/occupation. The Host Business reserves the right to dismiss the participant(s) at any time.
3. Give participant(s) safety instruction and stress safety in all areas of the working environment.
4. All Host Business concerns shall be made to and addressed by NWILED staff.
5. The Host Business assures and certifies that insurance will be maintained which holds the NWILED harmless from any liabilities arising from bodily injury, illness or any other damage or losses of person or property, or any claims arising out of any activity under this Agreement.
6. The shadowing opportunity will provide a minimum of 3 total hours of observation. It's recommended to limit the job shadow to one half day.

7. The Host Business shall have the authority to extend to the participant(s) future job opportunities. Any such opportunities shall be separate from the terms of this Agreement.

This training agreement has been read and fully understood by the following:

Host Business Signature: _____ Date: _____

Name: _____ Title: _____

Telephone: _____

Email: _____

NWILED Staff Signature: _____ Date: _____

Name: David Schmit Title: Regional Director

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