

WORK DESCRIPTION FORM

To the student's Supervisor: Please fill out and return this form to Covenant Christian Academy, 926 Weatherly Rd., S.E, Huntsville, AL 35803. If you have questions call 882-3668.

The following student has been an (employee/volunteer) (circle one) This form covers the period beginning _____ (Mo./Yr.) and ending _____ (Mo./Yr).

Name: _____ **Hours worked per week:** _____

Immediate Supervisor: _____

Name of firm or organization: _____

Address: _____

Phone: _____

Brief description of the type of work done by this student: _____

What specific skills are used or learned in carrying out this job? _____

Would you please grade the student in the following areas? Please circle one The grades from these three areas will be averaged to obtain the semester grade for vocational education.

Attitude: excellent (A) good (B) satisfactory (C) needs improvement (D)

Job completion: excellent (A) good (B) satisfactory (C) needs improvement (D)

Punctuality: excellent (A) good (B) satisfactory (C) needs improvement (D)

Comments: _____

Evaluators Name & Position: _____

Signature: _____ Date _____

