



Watford City High School

Cooperative Work Experience Program Application



Thank you for your interest in the WCHS CWE Program. The Watford City High School CWE Program is a program that partners with local businesses. The purpose of the program is to teach students basic job skills to become a successful adult in the workforce after school. Students will earn 1 school credit throughout the entire school year and may receive work wages from working. The program depends on strong individuals that are trustworthy and honest because of the off-school setting. As a requirement and acceptance into the program, the completion of this application and a current resume is necessary.

- To qualify, you must have taken at least 2 classes within the same CTE plan of study and receive departmental approval. **Students will be notified via email whether they have been approved or not by mid February.**
- Placements of interest will be identified using your CTE plan of study & RUReady/Compass, so you must have your account updated.

In March, you will identify career areas to apply for and will be scheduled for interviews during our CWE Fair & Interview Day on March, 06. If interested, you will then apply through your RUReady account and the business will either offer you the position or decline. You must accept the offer by April 22. After that date, students will be placed by the CWE Coordinator based on availability.

Note: Students must be able to provide their own transportation for work & supply employers with required employment documentation. (Such as SS#, Drivers Licenses/Student ID, etc.)

Please give this Application with Resume to Mrs. Leach by January 30, 2026. (Must have both)

(Email it to Mrs. Leach, jill.leach@k12.nd.us or dropped off at the front office at the High School or BASC).

Application does not guarantee acceptance into the program.		Today's Date
Name		
Address		
City	State	Zip
Phone	Cell	Program Area: <input type="checkbox"/> Ag <input type="checkbox"/> Business <input type="checkbox"/> FACS <input type="checkbox"/> Health Careers <input type="checkbox"/> IT <input type="checkbox"/> Engineering/PLTW <input type="checkbox"/> Trades <input type="checkbox"/>

Please write a brief paragraph why you believe you should be considered for the WCHS Cooperative Work Experience program and include three businesses you are interested in for employment.
(Use a separate sheet if necessary)

Employment History. Begin with the present or last position.

Employer

Address

Supervisor

E-mail

Position

From:

To:
Present

Responsibilities:

Employer

Address

Supervisor

E-mail

Position

From:

To:

Responsibilities:

References: Please list two (2).

Name	Title	Phone
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Address	City	State	Zip
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Name	Title	Phone
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Address	City	State	Zip
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Signatures

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination from the Watford City High School Cooperative Work Experience Program. I authorize the verification of any or all information listed above. I also agree to abide by all the rules, policies and requirements set forth by the Career & Technical Education Department and the McKenzie County School District #1.

Student

Date

Parent

Date
