

Angelica Romo
Canutillo High School
6675 S. Desert Blvd.
El Paso, TX 79932

Patricia Araujo
CTE Coordinator
P.O. Box 100
Canutillo, TX 79835

Dear Patricia Araujo:

Career Preparation provides opportunities for students to participate in a learning experience that combines classroom instruction with paid business and industry employment experiences and supports strong partnerships among school, business, and community stakeholders. The goal is to prepare students with a variety of skills for a fast-changing workplace. Therefore I am respectfully asking that Canutillo Independent School District and the Career and Technology Education Department consider the following proposal and employ Career Preparation students in paid positions throughout the district.

BENEFITS

For the student:

- Students have the opportunity for learning useful employment skills on real jobs under actual working conditions or in lab-based settings.
- Interest in classroom work is stimulated by the application of academic and job-related learning to job situations.
- Students develop understanding, appreciation, and respect for work and workers.
- The ability to achieve and maintain a training position helps young people develop a mature and realistic concept of self.
- The transition from school to employment is made easier.
- The ability of the student to develop a post-high school plan for employment and continuing education enhanced.

For the school:

- A school that conducts WORKED-BASED LEARNING is able to extend educational opportunities that are beyond its own physical and financial resources.
- Interaction with training professionals outside the school is provided in the training of young people.
- Teachers, guidance counselors, and school administrators are provided with improved opportunities to keep in touch with changing employment conditions.
- WORK-BASED LEARNING is a living demonstration of the concept that education is indeed a community-wide partnership.

For the community:

- The number of young adults making a successful transition from school to work is increased, thereby adding to the number of economically productive members of society.
- A continuing pattern of school-community partnerships is developed.
- WORK-BASED LEARNING helps improve the community's pattern of job stability by giving local students job skills and civic competence.

Proposed Hiring Process by Recommending Department/ Campus

When the department/campus decides who they would like to fill a vacancy, the following must be completed before the applicant can begin working.

1. Applicant must complete an online employment application.
 2. Campus/Department must initiate the vacancy in (district hiring system), include all pertinent information.
 3. After HR has checked the vacancy status, vacancies can be created with or without posting (internal or external advertising to the public). The posting time period is based on employment category usually one to two week.
 4. HR will forward the vacancy back to department/campus as a "Rec-to-Hire," along with an interview packet and a list of qualified candidates.
 5. Coordinate Interviews with HR
 6. Initiate the "Rec-to-Hire" in (district hiring system), by completing the required forms with the recommended applicant and all other related information include the budget code.
 7. All applicants will have to be processed in HR before they can begin working. The HR responsible person will contact them to set an appointment for processing through HR.
- The entire process might take approximately 5-7 working days.**

8. Document Required for the Hiring Process

1. Social Security Card (make sure the name matches the name on the employment application, State ID, & Bank Card).
 2. Drivers License/State ID/School Picture ID (make sure the name matches the name on the employment application, SS card & Bank Card).
 3. Banking Information (checking account or savings account, make sure the name matches the name on the employment application, State ID & SS card).
 - Account Number
 - Routing Number
9. The Human Resources Department will notify the campus/department administrator that the following employee has been cleared to start work at their campus/department.
10. The Human Resources Department will notify the applicant of their employment start date.

CLOSING

We appreciate the opportunity to partner with Canutillo District offices and campuses in providing Career Preparation students to gain meaningful job experience with professionals within the district.

Sincerely,

Angelica Romo

Career Preparation Coordinator

ENCLOSURE