



# KINNELON HIGH SCHOOL

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Wayne J. Merklings, Ed.D., Principal  
Matthew Scanlon., Vice-Principal  
Scott Rosenberg, Vice-Principal Athletics / Student Activities  
Meridith Charles, Supervisor of Guidance

## SAMPLE

This form will provide Job Shadowing location and details. Two copies will be distributed to students several weeks prior to the event. You must return one signed copy to Mrs. Godau in order to participate. Keep the other copy for your information.

### Job Shadow Permission Form

English Teacher                      Block

Student Name:  
Company:  
Contact:  
Phone:  
Location:  
Position:  
Hours :

You will find your placement information above. Be sure to arrive at your host location on-time and prepared. Please be sure to do the following:

- Bring a copy of your **Resume**
- Bring and complete your **Student Question** sheet
- Get your **Verification Form** signed and return to the guidance secretary on Friday, April 25<sup>th</sup> for an excused absence.

#### Tips for Succeeding

- Dress appropriately and be positive, polite and courteous.
- Ask questions, especially about the education required for the position in which you are shadowing. Realize when asking questions may interfere with your mentor's job duties. Use good judgment.
- Be on-time.
- Don't gossip or bad mouth any one or any place.
- Bring money for lunch
- Get a business card from your mentor.
- Write a **thank you** card (template on our website) and email it to [godauh@kinnelon.org](mailto:godauh@kinnelon.org)

I agree to the following placement:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return this form to Mrs. Godau **April 2<sup>nd</sup>** and keep the copy for your information.

You may not go unless you return this form on-time. If not, this position will be reassigned. There will be no extensions.