

**Work-Based Learning  
Job Description/Task List Worksheet**

**Student Name** \_\_\_\_\_

**Name of Business** \_\_\_\_\_

**Student's Job Title** \_\_\_\_\_

**Directions: Please Print.** Ask your employer to sit down with you and together make a list of **all the duties** you will be expected to perform during this school year. This list should be comprehensive and specific. You should list a *minimum* of 10 specific duties. Go over the list with your employer carefully so that you understand all that will be expected of you. Remember, this should be done at the convenience of your employer. It may take more than one session or your employer may want to take this form and complete at a time convenient for him or her. Please attach a written job description.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
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16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

*Date Student started to work* \_\_\_\_\_  
*This is due to school within 5 days of beginning work.*  
*Form may be faxed to school*

*Employer Signature* \_\_\_\_\_ *Date* \_\_\_\_\_