

# EARLY PLACEMENT

## ❖ IMPORTANT NOTICE ❖

**A STUDENT MAY NOT START WORK FOR EARLY PLACEMENT UNTIL ALL PAPERWORK HAS BEEN TURNED IN AND APPROVED BY TRI STAR ADMINISTRATION.**

**T**o be approved for Early Placement a student must turn in the paperwork listed below. All paperwork must be submitted TOGETHER - no separate items will be accepted. Paperwork must be submitted at least seven (7) school days prior to the date the student wants to start Early Placement, to allow time to verify that all requirements have been met. Failing to follow these directions will result in a delay of approval for release.

### **PAPERWORK NEEDED FOR APPROVAL:**

1. Training Agreement - The agreement must be completed and signed. Be sure all blanks are filled in and all individuals (except the Tri Star Director) have signed the agreement.

*Incomplete forms will result in a delay of the approval process.*

2. A copy (or proof) of the Workers' Compensation Insurance from the place of employment. Copy must show dates insurance is in effect.
3. Professional resume - Complete and up-to-date

**ALL THREE ITEMS MUST BE SUBMITTED TOGETHER!**