



**TRINITY EPISCOPAL SCHOOL JUNIOR WORK WEEK
HOST EMPLOYER CONTACT INFORMATION**

Dear Host Employer:

Thank you for hosting a Trinity student for our Junior Work Week, **March 3 through March 7, 2008**. Please fill out and sign the following form for our records, and to allow us to send you a welcome letter and an evaluation form. You may give this completed form to your work week student or you may fax it directly to Diane Monaco, Work Week Co-Coordinator at Trinity Episcopal School. **Forms are due no later than January 17, 2008.**

Fax numbers: (804)272-4652 or (804)323-1335.

PLEASE PRINT CLEARLY

Student Name _____

Supervisor's Name (please print) _____

Supervisor's Title (please print) _____

Signature of Supervisor _____

Name of Business _____

Dept/Division/Location in which student is working _____

Mailing Address _____

E-mail address _____

Phone number(s) _____

During the week, Diane Monaco or Chet Childress, Junior Work Week Co-coordinators, will contact each host via e-mail (or phone if you prefer) to check on our students' progress and make sure that the week is going well. Please indicate whom we should contact below:

Please contact the person listed above.

Please contact the individual below:

Name and Title _____

E-mail address _____

Phone number _____ Do you prefer e-mail or phone? _____