

How to Apply for Work-Based Learning on Jobready

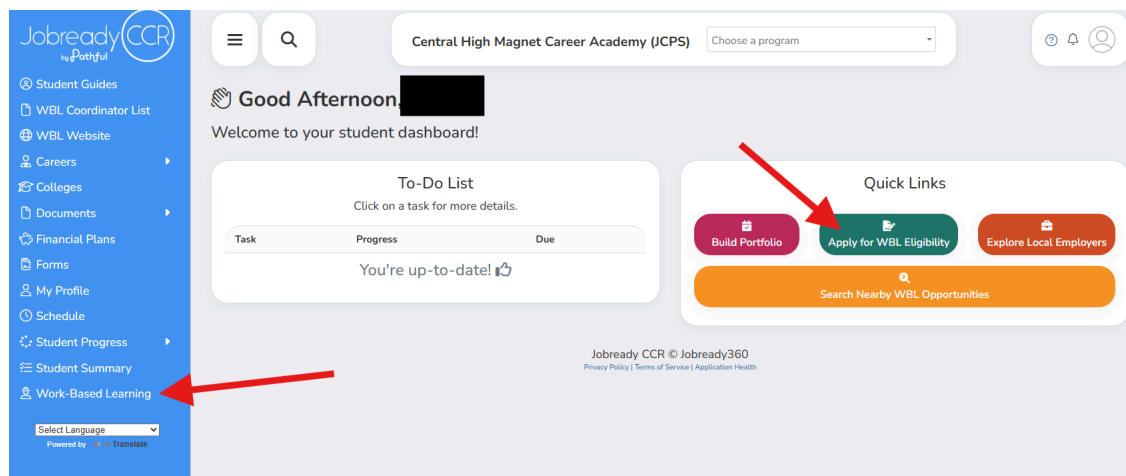
2026-2027 School Year

Step 1: Log into Jobready360 - Click on link below for step-by-step instructions

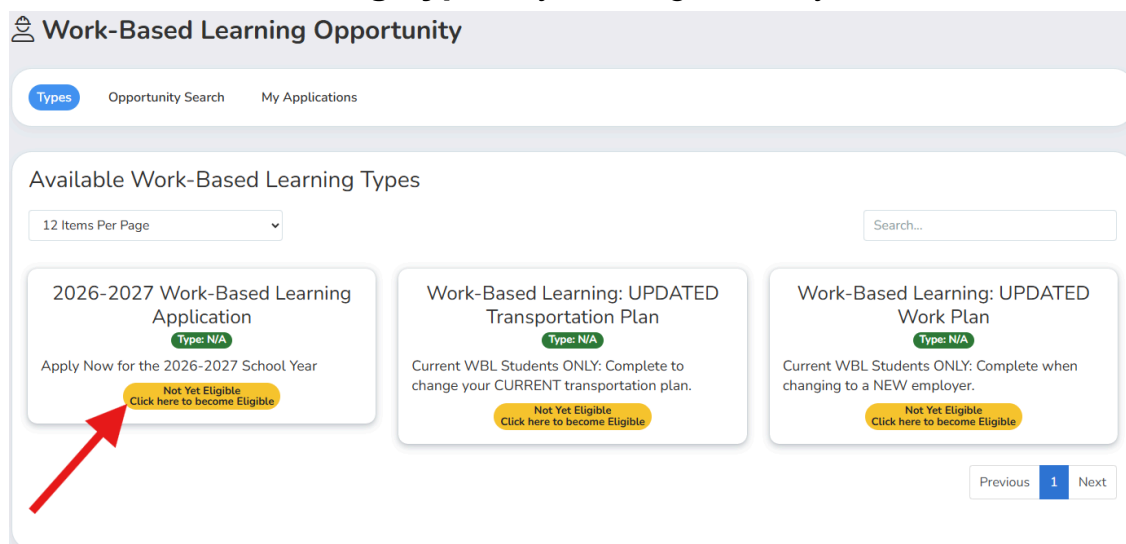
- How to Access Jobready ([Desktop](#))
- How to Access Jobready ([Mobile App](#))

Step 2: Apply for Work-Based Learning (WBL) Eligibility

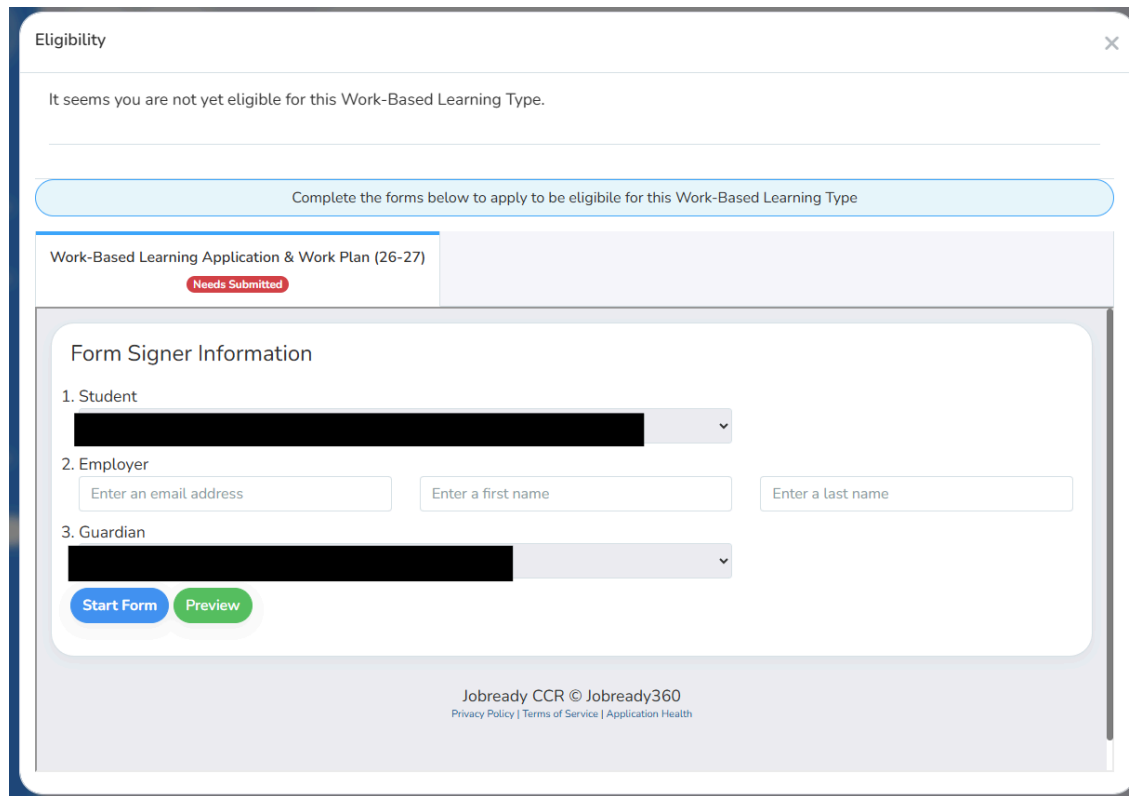
1. Click on 'Apply for WBL Eligibility' under 'Quick Links' or choose 'Work Based Learning' on the sidebar.



2. Select “2026-2027 Work-Based Learning Application” from the Available Work-Based Learning Types by clicking on the yellow area.



3. In the pop-up window, start the **Eligibility** form(s). Depending on your school, you may have one form that includes both the application and work plan **or** you may have two separate forms. If you have two forms, you must complete both forms before your school will consider your application.

The screenshot shows a web browser window titled "Eligibility" with a close button in the top right corner. Below the title bar, a message states: "It seems you are not yet eligible for this Work-Based Learning Type." A light blue button with the text "Complete the forms below to apply to be eligible for this Work-Based Learning Type" is centered below the message. Underneath the button is a tabbed interface. The active tab is labeled "Work-Based Learning Application & Work Plan (26-27)" and has a red "Needs Submitted" status indicator. The main content area of the tab is titled "Form Signer Information" and contains three sections: 1. Student, with a dropdown menu showing a blacked-out name; 2. Employer, with three input fields labeled "Enter an email address", "Enter a first name", and "Enter a last name"; 3. Guardian, with a dropdown menu showing a blacked-out name. At the bottom of the form section are two buttons: "Start Form" (blue) and "Preview" (green). At the very bottom of the window, there is a footer with the text "Jobready CCR © Jobready360" and links for "Privacy Policy | Terms of Service | Application Health".

4. Input the email address and the first and last name of your work supervisor when prompted. It is important that you speak with your work supervisor so they know to check their email to sign this form. Sometimes emails can get sent to your employer's spam/junk boxes. To avoid this, ask them to add **JCPS Forms** noreply@please.signmyform.com to their email contacts.
5. Check your Guardian's email address. Jobready will pull the first email address on file in Infinite Campus.
- If your Guardian's email address is incorrect, follow these steps:
 - i. Click **Start Form**.
 - ii. The form will open within the same window. You can finish filling it out now or you can come back to it later.
 - iii. Close out the form window.
 - iv. Follow the instructions in the [How to Change/Update Form Signers](#) guide.
 - v. If you need to complete your application, go back and complete that form now. If you forget how to access the form, follow [this guide when using a desktop](#) and [this guide for the mobile app](#).

6. Click on **Start Form**.

Eligibility ✕

It seems you are not yet eligible for this Work-Based Learning Type.

Complete the forms below to apply to be eligible for this Work-Based Learning Type

Work-Based Learning Application & Work Plan (26-27) Needs Submitted

Form Signer Information

1. Student

2. Employer

3. Guardian

Start Form **Preview**

Jobready CCR © Jobready360
[Privacy Policy](#) | [Terms of Service](#) | [Application Health](#)

7. The form will appear in the same window.

Eligibility ✕

It seems you are not yet eligible for this Work-Based Learning Type.

Complete the forms below to apply to be eligible for this Work-Based Learning Type

Work-Based Learning Application & Work Plan (26-27) Needs Signed

Pathful Forms By submitting, I agree to the Pathful Forms Terms of Service. Decline Submit ...

JCPS JEFFERSON COUNTY PUBLIC SCHOOLS

WORK-BASED LEARNING (WBL) APPLICATION & WORK PLAN

Student Information

First Name: School:

Last Name: Age:

Work-Based Learning (WBL) Goals

Please list two (2) goals you hope to achieve by participating in the Work-Based Learning program.

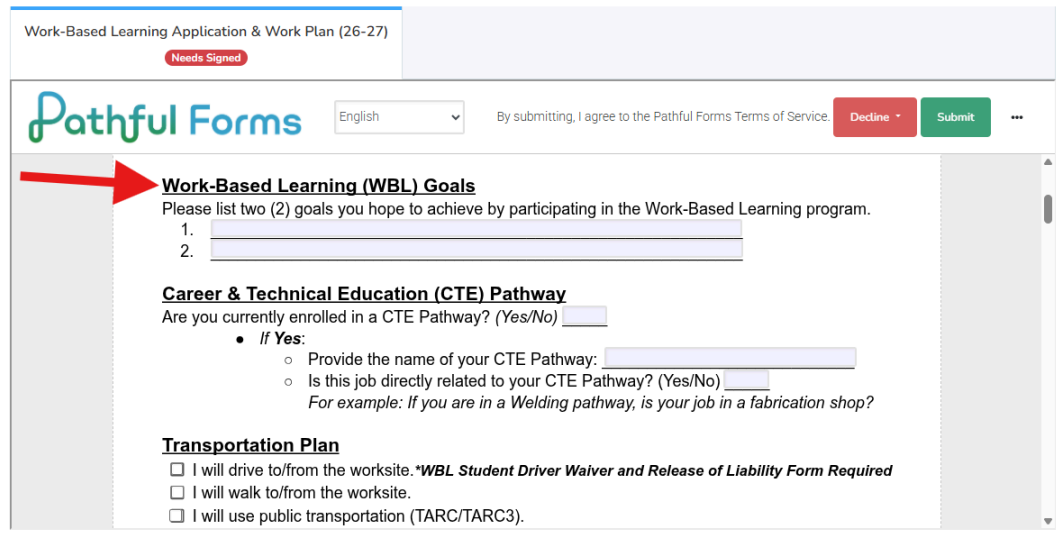
1.

2.

Career & Technical Education (CTE) Pathway

8. Complete the following sections:

- **Student Information** - Check for accuracy.
- **Work-Based Learning Goals** - Provide 2 goals.



Work-Based Learning Application & Work Plan (26-27)

Needs Signed

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Work-Based Learning (WBL) Goals

Please list two (2) goals you hope to achieve by participating in the Work-Based Learning program.

1.

2.

Career & Technical Education (CTE) Pathway

Are you currently enrolled in a CTE Pathway? (Yes/No)

- If Yes:
 - Provide the name of your CTE Pathway:
 - Is this job directly related to your CTE Pathway? (Yes/No)

For example: If you are in a Welding pathway, is your job in a fabrication shop?

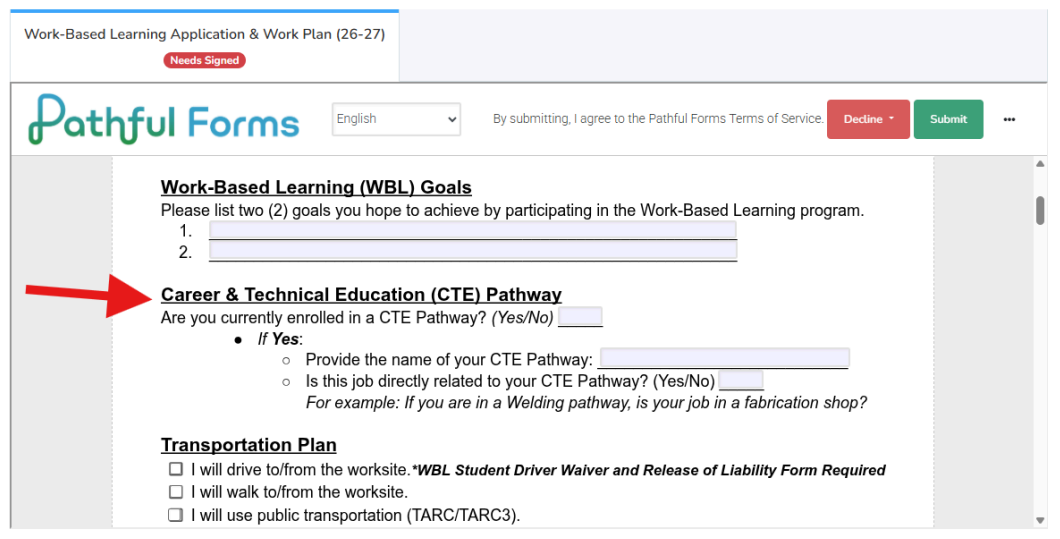
Transportation Plan

☐ I will drive to/from the worksite. **WBL Student Driver Waiver and Release of Liability Form Required*

☐ I will walk to/from the worksite.

☐ I will use public transportation (TARC/TARC3).

- **Career & Technical Education (CTE) Pathway** - Confirm CTE pathway enrollment.



Work-Based Learning Application & Work Plan (26-27)

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Work-Based Learning (WBL) Goals

Please list two (2) goals you hope to achieve by participating in the Work-Based Learning program.

1.

2.

Career & Technical Education (CTE) Pathway

Are you currently enrolled in a CTE Pathway? (Yes/No)

- If Yes:
 - Provide the name of your CTE Pathway:
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For example: If you are in a Welding pathway, is your job in a fabrication shop?

Transportation Plan

☐ I will drive to/from the worksite. **WBL Student Driver Waiver and Release of Liability Form Required*

☐ I will walk to/from the worksite.

☐ I will use public transportation (TARC/TARC3).

- **Transportation Plan** - Choose how you will be getting to and from work. You can only choose one. If you are a student driver, you will be sent a separate form that you must complete. This form will be sent after your school has reviewed your application.

Work-Based Learning Application & Work Plan (26-27)

Needs Signed

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Transportation Plan

☐ I will drive to/from the worksite. **WBL Student Driver Waiver and Release of Liability Form Required*

☐ I will walk to/from the worksite.

☐ I will use public transportation (TARC/TARC3).

☐ My parent/guardian will arrange transportation.

Employer/Business Information

Employer/Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____

Email: _____

Primary Work Supervisor Information

Supervisor's First Name: _____

Supervisor's Last Name: _____

Supervisor's Job Title: _____

- **Employer/Business Information** - All fields are required. For schools with two eligibility forms, this section is on the Work Plan.

Work-Based Learning Application & Work Plan (26-27)

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Transportation Plan

☐ I will drive to/from the worksite. **WBL Student Driver Waiver and Release of Liability Form Required*

☐ I will walk to/from the worksite.

☐ I will use public transportation (TARC/TARC3).

☐ My parent/guardian will arrange transportation.

Employer/Business Information

Employer/Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____

Email: _____

Primary Work Supervisor Information

Supervisor's First Name: _____

Supervisor's Last Name: _____

Supervisor's Job Title: _____

- **Primary Work Supervisor Information** - All fields are required. For schools with two eligibility forms, this section is on the Work Plan.

Work-Based Learning Application & Work Plan (26-27)

Needs Signed

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Primary Work Supervisor Information

Supervisor's First Name: _____

Supervisor's Last Name: _____

Supervisor's Job Title: _____

Phone#: _____

Email: _____

Student Work Information

Job Title: _____

Job Responsibilities: _____

- **Student Work Information** - You must include your official job title, job responsibilities, check one: Paid or Unpaid, input hourly pay if paid, check days you typically work and approximate times, and input average hours worked per week. For schools with two eligibility forms, this section is on the Work Plan.

Work-Based Learning Application & Work Plan (26-27)

Needs Signed

Pathful Forms English By submitting, I agree to the Pathful Forms Terms of Service. Decline Submit

Student Work Information

Job Title: _____

Job Responsibilities: _____

☐ Paid → Pay Rate: \$ _____ /Hour

☐ Unpaid

Typical Weekly Schedule:

☐ Monday	Start Time _____	End Time _____
☐ Tuesday	Start Time _____	End Time _____
☐ Wednesday	Start Time _____	End Time _____
☐ Thursday	Start Time _____	End Time _____
☐ Friday	Start Time _____	End Time _____
☐ Saturday	Start Time _____	End Time _____
☐ Sunday	Start Time _____	End Time _____

Work-Based Learning Application & Work Plan (26-27)

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Work-Based Learning Application & Work Plan (26-27)

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☐ Friday	Start Time _____	End Time _____
☐ Saturday	Start Time _____	End Time _____
☐ Sunday	Start Time _____	End Time _____

- **Student Acknowledgement & Agreement - Sign and date.**

Work-Based Learning Application & Work Plan (26-27)

Needs Signed

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Final Authority and Liability:

- I understand that any violation of this agreement, the District Student Code of Conduct, or employer policy may result in my immediate removal from the WBL program at the sole discretion of JCPSS school administration.
- I agree that the School/District is not responsible for any personal actions, misconduct, or negligence on my part while at the worksite, and I will adhere to all safety protocols of the employer.

I acknowledge and understand that failure to meet any program requirements may result in removal from the Work-Based Learning (WBL) program.

Student Signature: Sign Here

Date: 3/30/2026

Guardian Acknowledgment & Agreement

I acknowledge and consent to the following:

Program Enrollment & Academic Authority:

9. Click on the green **Submit** button at the top right.

Work-Based Learning Application & Work Plan (26-27)

Needs Signed

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I acknowledge and understand that failure to meet any program requirements may result in removal from the Work-Based Learning (WBL) program.

Student Signature: Sign Here

Date: 3/30/2026

Guardian Acknowledgment & Agreement

I acknowledge and consent to the following:

Program Enrollment & Academic Authority:

Step 3: Complete any additional required forms.

- Some students, like students who indicate they will drive themselves to and from work, may be sent additional forms to complete. If you receive an email or notification that you have a form to sign, be sure to open the link and complete the form.
- If you receive the **Student Driver Waiver and Release of Liability** form, you must complete the form before you can be accepted into the program.

I'm Finished...Now What?

- Wait for your school to determine if you will be accepted. Check with your school's WBL Coordinator or your counselor.
- Log into Jobready to check the status of submitted forms and to sign any additional forms. You can check the status of your forms by clicking on **Forms** in Jobready. Be sure to select the correct **View** dropdown option. If you are the next signer on a form, it will show up as soon as you go to the Forms page because the View starts on **Waiting On Me**. If you want to see the status of a form you submitted (like your application), change the View to **Submitted By Me**. Access step-by-step guides by clicking on the links below.
 - [Sign Forms \(Desktop\)](#)
 - [Sign Forms \(Mobile App\)](#)
- Check your JCPS emails often and look out for emails from **JCPS Forms** (noreply@please.signmyform.com).
- Did you put in the wrong email address for your guardian or employer? That's okay! [Follow these instructions to fix it.](#)
- Want to learn how to upload pay stubs or create work logs once you get accepted? Follow these guides below:
 - [Submit a Work Log \(Desktop\)](#)
 - [Submit a Work Log \(Mobile App\)](#)
 - [Submit a Pay Stub \(Desktop\)](#)
 - [Submit a Pay Stub \(Mobile App\)](#)