## **YOUTH JOB CORPS**

## **Disciplinary Notice**

This will become a permanent part of your personnel file

Name:		
Date:	Time:	
Violation Number: _	er: (A total of any three violations will result in termination)	
Use this format to document the violation: 1. Describe the violation 2. Describe what you said or did		<ul><li>3. Describe the youth's reaction</li><li>4. Describe the outcome</li></ul>
Violation (check one	<del>2</del> ):	
	Failure to follow superv Use of abusive or profa Unsafe Actions Poor work attitude Absent from work with Other	nne language
Any additional comr	ments:	
Youth Signature:		Date:
Supervisor Signature:		Date:

Please email or fax this form to Trenton Henspeter at 651-292-7311.