



WEST HILLS COLLEGE

2008-2009

Federal Work Study Request for Employment

Award: FA08 _____ SP09 _____
Spread Sheet: FA08 _____ SP09 _____
Temp form: FA08 _____ SP09 _____

Please print clearly:

Name: _____ Date: _____

Address: _____
Street City State Zip code

Phone #: (____) _____ Cell/Other(____) _____ WHCCD ID #: _____

Major/Career Goal: _____ Preferred Job Placement Location: _____

Are you a Calworks participant? _____ Verification letter turned in _____

Please place an X on all job skills you have and are able to carry out:

Clerical Skills:

- Typing _____ WPM
- Calculator
- Accounting
- Cashiering
- Computer Software (MS Word, Excel, etc.)
- Filing (Alpha., Num., etc.)
- Phones (Are you shy - Yes or No)
- Office equipment (Copier, Fax)

Other Skills:

- Cooking
- Serving
- Graphics
- Education (Tutoring in reading and math)
- Chemistry & Biology Lab
- Administrative
- Television & Video equipment
- Sports Dept. (washing, lifting up to 50 Lb.)

Maint/Custodial Skills:

- Groundwork (weeding, raking, using a blower,)
- Cleaning, dusting, step ladder usage, etc.
- Able to lift up to 50 lbs.

Language Skills:

- English
- Spanish
- Other - Please specify: _____

What days and hours can you work? (Fill in boxes below)

Monday

Tuesday

Wednesday

Thursday

Friday

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**West Hills College
Student Work-Study Agreement**

- Work-Study students must be enrolled in at least 6 units, but preferably 12, and maintain a GPA of at least 2.0 to be eligible for federal work-study.
- Students must work where they are assigned. Failure to do so will result in probation or possible cancellation of their award.
- Students must **NOT** start working until they have been awarded work-study and the payroll packet has been completed and approved by Human Resources.
- Students must comply with the dress code mandated by their supervisor. Suitable attire is required by all West Hills College work-study students. Modest apparel is recommended. Failure to comply may result in dismissal of assigned placement.
- Students must **NOT** work over 19 hours per week. They may not work over the amount of hours they have been awarded. In any given week, if the student goes over 19 hours, his/her timecard will not be processed, it will be sent back to the supervisor for corrections.
- Students work schedule must be arranged between the student and the supervisor.
- Students' timecards must be submitted to their supervisor for signatures and verification of hours. A tallied photo copy of the timecards should accompany each timecard submitted. Timecards will not be accepted if not signed by both the student and the supervisor.
- Timecards should be submitted by your supervisor to the Business Services office at least two working days before the 10th of each month. A copy must be sent to the campus financial aid office. It is the student's responsibility to make sure their supervisor submits timecards by the date that they are due.
- Paychecks are available on the last day of each month following submission of that time card.

I have read the above information and fully understand and agree with the conditions mentioned. I understand these conditions must be maintained by me to be considered for Work-Study and/or to maintain Work-Study eligibility. I further understand and agree that if I fail to meet any of the above conditions, I risk being removed from the Work-Study Program.

Student Signature: _____ Date: _____

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**TO BE COMPLETED BY RETURNING WORK-STUDY STUDENTS ONLY:**

Would you prefer to return to your previous position, for the 2008-2009 school year?

Yes \_\_\_\_\_ No \_\_\_\_\_

*Office Use Only: DO NOT WRITE IN THIS SECTION*

Datatel ID: \_\_\_\_\_ Cum Units \_\_\_\_\_ Cum GPA \_\_\_\_\_ SAP \_\_\_\_\_

Units enrolled: SU08 \_\_\_ FA08 \_\_\_ SP09 \_\_\_

EFC: \_\_\_\_\_ Unmet Need: \_\_\_\_\_

05/16/07

Revised by Karen Stieve