



# WEST HILLS COLLEGE

## 2016-2017 Federal Work Study Request for Employment

Award: FA16\_\_\_\_SP17\_\_\_\_  
 Spread Sheet: FA16\_\_\_\_SP17\_\_\_\_  
 Temp form: FA16\_\_\_\_SP17\_\_\_\_  
 Email added: FA16\_\_\_\_SP17\_\_\_\_  
 Ed Plan on file\_\_\_\_\_

Please print clearly:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  

Street
City
State
Zip code

Phone #: (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_ WHCCD ID #: \_\_\_\_\_

Major/Career Goal: \_\_\_\_\_ Preferred Job Placement Location: \_\_\_\_\_

Do you have a Student Ed Plan on file with West Hills College? \_\_\_\_ Are you a Cal works participant? \_\_\_\_

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.)
- Answering Phones
- 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 with exact times you are available to work)**

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>Fall 2016</b>					
<b>Spring 2017</b>					

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

- Work-Study students must be enrolled in at least 6 units, preferably 12.
- Students must complete a FAFSA for the 2016-2017 school year prior to submitting the work study application.
- Students must work where they are assigned and for only one department.
- 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 are completed on the West Hills Portal and must be submitted to their supervisor by the 10<sup>th</sup> of each month for electronic signatures and verification of hours.
- Paychecks are available on the last business day of the month.

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

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

Units enrolled: SU16\_\_\_ FA16\_\_\_ SP17\_\_\_

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

Rvsd by KS 3-6-13