

Cal-SOAP Work Schedule

Office Hours: 8:00 am – 4:30 pm

San Diego Cal-SOAP
2351 Cardinal Lane
Bldg. O
San Diego, CA 92123
Phone: (858) 569-1866
Fax: (858) 569-1136

Imperial Valley Cal-SOAP
720 Heber Ave.
Room CLAT - 107
Calexico, CA 92231
Phone: (760) 768-5650
Fax: (760) 768-5654

Name: _____

Today's Date: ____/____/____

Email: _____

Phone: _____

Alternative Phone: _____

Cal-SOAP Student Staff Position: CPA _____ Tutor _____ Office _____

College you attend: _____ Do You Have Work Study? _____

Term: Fall Qtr __ Winter Qtr __ Spring Qtr __ Fall Sem __ Spring Sem __ Summer __

Work site(s): _____

Schedule Start Date: ____/____/____

Schedule End Date: ____/____/____

Please indicate below the days and hours when you will be working at your site(s):

Day	Hours	Site	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total number of hours per week: _____

Dates not available to work due to college vacations: _____

Dates not available to work due to final exams: _____

Schedule approved by: _____

Date approved: ____/____/____

Note: You may NOT alter your work schedule without permission from your Cal-SOAP supervisor.