



# WEST HILLS COLLEGE

2009-2010

## Federal Work Study Request for Employment

Award: FA09  SP10   
Spread Sheet: FA09  SP10   
Temp form: FA09  SP10

Please print clearly:

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

Address: \_\_\_\_\_  
Street City State Zip code

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

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

Are you a Calworks participant? \_\_\_\_\_ (Welfare to work participant transmittal required) \_\_\_\_\_ Received

Please place a  $\checkmark$  on all job skills you have and are able to carry out:

<p><b>Clerical Skills:</b></p> <input type="checkbox"/> Typing ____ WPM <input type="checkbox"/> Calculator <input type="checkbox"/> Accounting <input type="checkbox"/> Cashiering <input type="checkbox"/> Computer Software (MS Word, Excel, etc.) <input type="checkbox"/> Filing (Alpha., Num., etc.) <input type="checkbox"/> Phones (Are you shy - Yes or No) <input type="checkbox"/> Office equipment (Copier, Fax) <p><b>Maint/Custodial Skills:</b></p> <input type="checkbox"/> Groundwork (weeding, raking, using a blower,) <input type="checkbox"/> Cleaning, dusting, step ladder usage, etc. <input type="checkbox"/> Able to lift up to 50 lbs.	<p><b>Other Skills:</b></p> <input type="checkbox"/> Cooking <input type="checkbox"/> Serving <input type="checkbox"/> Graphics <input type="checkbox"/> Education (Tutoring in reading and math) <input type="checkbox"/> Chemistry & Biology Lab <input type="checkbox"/> Administrative <input type="checkbox"/> Television & Video equipment <input type="checkbox"/> Sports Dept. (washing, lifting up to 50 Lb.) <p><b>Language Skills:</b></p> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other - Please specify: _____
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**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.
- 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 10<sup>th</sup> 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 2009-2010 school year?

Yes  No

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

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

Units enrolled: SU09 \_\_\_ FA09 \_\_\_ SP09 \_\_\_

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