



WEST HILLS
COMMUNITY COLLEGE DISTRICT

2015-2016

**Federal Work Study
Request for Employment**

Award	FA15 _____	SPI6 _____
Spread Sheet	FA15 _____	SPI6 _____
Temp Form	FA15 _____	SPI6 _____
Email Added	FA15 _____	SPI6 _____
Ed Plan on File	FA15 _____	SPI6 _____

<hr/> Student Last Name	<hr/> Student First Name	<hr/> MI	<hr/> Today's Date
<hr/> Mailing Address	<hr/> City/State	<hr/> Zip Code	<hr/> WHC ID#
<hr/> Email Address			<hr/> Phone Number

1. What is your Major/Career goal? _____

2. Where would you like to work on campus? _____

3. Do you have a Student Ed Plan (SEP) on file at WHC? Yes No

4. Are you a CalWorks participant? Yes No

5. 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 (Alphabetical, Numerical, etc.)
- Phones
- Office Equipment (Copier, Fax, etc.)
- Administrative

Other Skills

- Cooking
- Serving
- Graphics
- Education (Tutoring math or reading)
- Chemistry & Biology Lab
- Television/ Video/Photography Equipment
- Sports Department (washing, lifting up to 50 lbs)
- Interest in working with children

Maintenance/Custodial Skills

- Groundwork (weeding, raking, using a blower)
- Cleaning, dusting
- Step Ladder Usage
- Able to lift up to 50 lbs.

Language Skills

- English
- Spanish
- Other – Please specify _____

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

Monday	Tuesday	Wednesday	Thursday	Friday

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

- Work-Study students must be enrolled in at least 6 units, but preferably 12, and maintain a cumulative 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. Failure to report to work within the first month of approval may result in work-study award being withdrawn.
- Students' timecards are completed on the West Hills Portal and must be submitted to their supervisor for electronic signatures and verification of hours.
- Students must email total hours reported each month to the Work Study Coordinator by the 10th of each month.
- Timecards should be submitted by your supervisor to the Business Services office by the 10th of each month. 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: _____

For Financial Aid Office Use Only

WHC ID#: _____ Cum Un: _____ Cum GPA: _____ SAP: _____
Units Enrolled: SUI5 _____ FA15 _____ SP16 _____
EFC: _____ Unmet Need: _____