Award	FA_____	SP_____
Spread Sheet	FA_____	SP_____
Temp Form	FA_____	SP_____
Email Added	FA_____	SP_____
Ed Plan on File	FA_____	SP_____

WEST HILLS COMMUNITY COLLEGE DISTRICT

Federal Work Study Request for Employment

Student Last Name **Student First Name** **MI** **Today's Date**

Mailing Address **City/State** **Zip Code** **CC ID#**

Email Address **Phone Number**

Are you living in the dorms? _____

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. Are you an EOPS participant? ☐ Yes ☐ No

6. Please place an X on all job skills you have and can 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

Maintenance/Custodial Skills
☐ Groundwork (weeding, raking, using a blower)
☐ Cleaning, dusting
☐ Step Ladder Usage
☐ Able to lift up to 50 lbs.

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

Language Skills
☐ English
☐ Spanish
☐ Other – Please specify _____

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

Monday	Tuesday	Wednesday	Thursday	Friday

Coalinga College
Student Work-Study Agreement

- Students must **NOT** start working until they have been awarded work-study, and the payroll packet has been completed and approved by Human Resources.

- 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 comply with the dress code mandated by their supervisor. Suitable attire is required by all Coalinga College work-study students. Modest apparel is recommended. Failure to comply may result in dismissal of the assigned placement.

- Students must **NOT** work over their work-study allocation.

- Students can participate in the federal work-study program for a maximum of two consecutive years.

- Students must **NOT** be allowed to work during class hours or if the class has been canceled

- Students' work schedules must be arranged between the student and the supervisor. Failure to report to work within the first month of approval may result in the work-study award being withdrawn.

- Students' timecards are completed on the Coalinga College Portal and must be submitted to their supervisor for electronic signatures and verification of hours.

- Students are required to submit a copy of their class schedule to the Work Study Coordinator.

- 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 timecard.

- For questions, please email us at whccworkstudy@whccd.edu

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

CC ID#: _____ Cum Un: _____ Cum GPA: _____ SAP: _____

Units Enrolled: SU_____ FA_____ SP_____

EFC: _____ Unmet Need: _____

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