



Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_ MI \_\_\_\_\_ Today's Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ WHC ID# \_\_\_\_\_

Email Address \_\_\_\_\_ 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

**Language Skills**

- English
- Spanish
- Other – Please specify \_\_\_\_\_

6. What days and hours can you work? (enter hours below the days 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 Failure to report to work within the first month of approval may result in work-study award being withdrawn.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: SU19 \_\_\_\_\_ FA19 \_\_\_\_\_ SP20 \_\_\_\_\_

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

Award FA19 \_\_\_\_\_ SP20 \_\_\_\_\_

Spread Sheet FA19 \_\_\_\_\_ SP20 \_\_\_\_\_

Temp Form FA19 \_\_\_\_\_ SP20 \_\_\_\_\_

Email Added FA19 \_\_\_\_\_ SP20 \_\_\_\_\_

Ed Plan on File FA19 \_\_\_\_\_ SP20 \_\_\_\_\_

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