

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Student Assistant Employment Requisition

For the 20____ to 20____ School Year

1. STUDENT APPLICANT INFORMATION (please type or print in ink)

Last Name: _____ First Name: _____ Middle Name: _____

Social Security Number: _____ Birth Date: _____ Home Phone: _____

Address: _____ City: _____ Zip: _____

I am a Chabot Las Positas College student currently enrolled/preregistered in _____ units for _____ semester, 20____.

Verification of student enrollment must be attached. Please print verification from Class-Web and attach with this requisition.

I have read the attached "Guidelines for Student Employment." I understand that my employment on campus is temporary and can be immediately terminated.

Student Signature: _____ **Date:** _____

2. TO BE COMPLETED BY HIRING DIVISION

Please note: Employment is limited to twenty [20] hours per week (in all combined areas of the college), when classes are in session; and, thirty-four [34] hours per week during breaks (e.g. summer, spring).

To be employed by: _____ Building: _____ Room: _____
Division/Area

Student's direct supervisor: _____ Extension: _____
Name and Position

Position Hired: Federal Work Study Student Student Assistant Student Intern/Ambassador Hours Per Week: _____

RANGE/STEP: CATEGORY: A B C D **STEP:** 1 2 **RATE OF PAY:** \$ _____
(please see information on next page for appropriate category, step placement and pay range.)

Funding Source(s): FWS CalWorks Division Other: _____

Budget Account Number: _____ *(for FWS and HR use ONLY)*

FUND	ORGN	ACCT	PROG	%	Position Code	Suffix
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____

New hire: effective date: _____ **Rehire:** effective date: _____

Hiring Administrator has verified that student is enrolled in the appropriate number of units before hiring them as a student assistant or in FWS.

Hiring Administrator's Signature: _____ **Date:** _____

3. TO BE COMPLETED BY FINANCIAL AID OFFICE (For Federal Work Study Students Only)

Hired under Federal Work Study Awarded \$ _____

Total hours _____ No. of units _____ Satisfactory Academic Progress yes no

Approved by: _____ **Date:** _____
Financial Aid Officer

4. TO BE COMPLETED BY THE CalWORKS COORDINATOR (For CalWORKS Students Only)

Awarded \$ _____ Total hours _____ No. of units _____ Good Standing yes no

Approved by: _____ **Date:** _____
CalWORKS Coordinator

5. TO BE COMPLETED BY ADMINISTRATOR, ADMISSION & RECORDS (For International Students)

No. of units _____ Verification of approval to work: _____

Approved by: _____ **Date:** _____
Administrator, Admission & Records

6. HUMAN RESOURCES: Input by: _____ **Date:** _____