

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Student Assistant Employment Requisition

For the 20\_\_\_\_ to 20\_\_\_\_ School Year

### 1. STUDENT APPLICANT INFORMATION (Type or print in ink, attach copy of Social Security card and student enrollment verification.)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

*(Please write name exactly as found on Social Security Card or other official document.)*

SSN or W#: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*[Residential or Mailing]*

I am a  Chabot  Las Positas College student (currently enrolled/preregistered in \_\_\_\_\_ units for \_\_\_\_\_ semester, 20\_\_\_\_).

**ARE YOU CURRENTLY WORKING FOR ANOTHER DEPARTMENT/OFFICE?**  YES  NO

**Dept:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Assigned # of Hours:** \_\_\_\_\_

*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

*Employment is limited to eight (8) hours per day, twenty (20) hours per week during entire calendar year (in all combined areas of the college).*

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 \$13.00  B \$13.50  C \$14.00 [C requires Vice President or President's signature below.]

*(Please see information on previous page for appropriate category and pay range.)*

Funding Source(s):  FWS  CalWorks  Division  Other: \_\_\_\_\_

#### Budget Account Number:

*(for FWS and HR use ONLY)*

<u>FUND</u>	<u>ORGN</u>	<u>ACCT</u>	<u>PROG</u>	<u>%</u>	<u>Position Code</u>	<u>Suffix</u>
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____
_____	_____	_____	_____	____%	_____	_____

**New hire:** effective date: \_\_\_\_\_  **Rehire:** effective date: \_\_\_\_\_

**Hiring Supervisor/Administrator has verified that student is enrolled in the appropriate number of units before hiring them as a Student Assistant or in FWS.**

**Please Print Hiring Administrator's Name:** \_\_\_\_\_

**Hiring Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Only to be signed by Vice President, if the D Rate is applied.)*

**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:** \_\_\_\_\_ Financial Aid Officer    **Date:** \_\_\_\_\_

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

Awarded \$ \_\_\_\_\_    Total hours \_\_\_\_\_    No. of units \_\_\_\_\_    Good Standing     Yes     No

**Approved by:** \_\_\_\_\_ CalWORKS Coordinator    **Date:** \_\_\_\_\_

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

No. of units \_\_\_\_\_    Verification of approval to work: \_\_\_\_\_

**Approved by:** \_\_\_\_\_ Administrator of Admission & Records    **Date:** \_\_\_\_\_

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**6. HUMAN RESOURCES:**

**HR Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Input:** \_\_\_\_\_ **Date:** \_\_\_\_\_