**Supervisor (all fields must be complete and typed)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **( )** |

 Student ID Number Job Number Phone Number

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

 Student’s Last Name First Name Email

|  |  |  |
| --- | --- | --- |
|  |  |  |

 Street Address, City, State, Zip Date of Birth *(MM/DD/YY)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

 Department Supervisor (person(s) signing timecard) Hours Per Week

|  |  |  |  |
| --- | --- | --- | --- |
| Will Student be allowed/required to drive a district vehicle? (i.e. Car/Golf cart/Van) | **** Yes **** No | If “Yes” |  |

 DL Number

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Code: |  |  |  | % |
|  |  |  |  | % |

Budget Approval (i.e. CalWORKs, Athletics) Supervisor’s Signature Date

Budget Approval (i.e. CalWORKs, Athletics) Supervisor’s Signature Date

**Administration**

|  |  |
| --- | --- |
| Approved | **** |
| Denied | **** |

 Administrator’s Signature Date

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Approved | **** | Packet I | **** |  |  | FP Results |  |
| Denied | **** | Packet II | **** | CCN | **** |

 **Office Use Only**

Start Date: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notification to Supervisor/Student: \_\_\_\_\_\_ Awarded Amount: \_\_\_\_\_\_\_\_\_\_ Removed CCN: \_\_\_\_\_\_\_

Program: IWS ****  FWS **** CalWORKs ****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Summer 19 | Units: |  | SAP |   | Comments |  |
| Fall 19 | Units: |  | SAP |   | Comments |  |
| Spring 20 | Units: |  | SAP |   | Comments |  |
| Summer 20 | Units: |  | SAP |   | Comments |  |
| Fall 20 | Units: |  | SAP |   | Comments |  |

 Work Study Coordinator/Financial Aid Signature

**Releasing the Student (Complete this section and forward a copy to the Work Study Coordinator)**

|  |  |  |
| --- | --- | --- |
|  |  |  |

Last Day Worked Reason For Release

Would you recommend student for rehire? **** Yes **** No

 Supervisor’s Signature Date