

2020-2021 Request for Student Employment Form (RSE)

The RSE form is to be completed electronically. It is a fillable PDF with e-sign capabilities. You will need to create a free e-signature, if you have not yet done so, through the Adobe program.

1. Double click on the RSE.
2. Download the form.

2020_2021_RSE Form (Fillable).pdf Download Print Save to OneDrive

**Request for Student Employment
2020-2021**

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: _____ %

3. Complete the section indicated for Supervisor.
4. Sign on either indicated signature lines.

Supervisor's Signature Date

Supervisor's Signature Date

If you have not created a Digital Id, please follow these steps:

- Click Supervisor's Signature
- Click Configure New Digital ID

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

? Configure New Digital ID Cancel Continue

- Click Create a new Digital ID

Configure a Digital ID for signing [Close]

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

[?] [Cancel] [Continue]

- Click Save to File

Select the destination of the new Digital ID [Close]

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?] [Back] [Continue]

- Complete indicated fields

Create a self-signed Digital ID [Close]

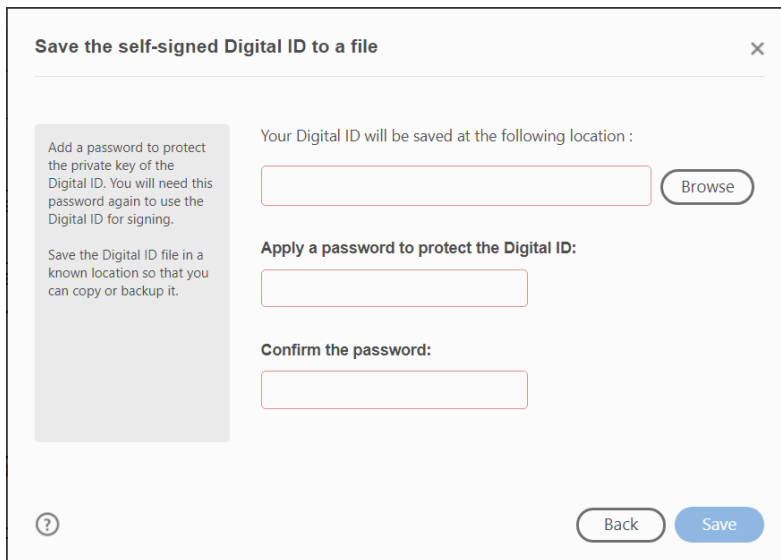
Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

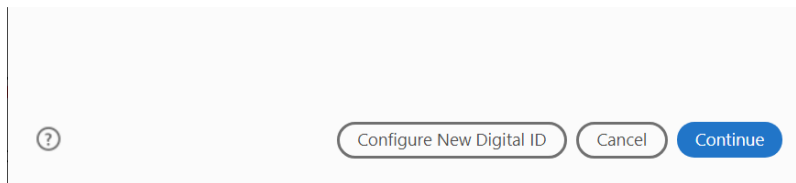
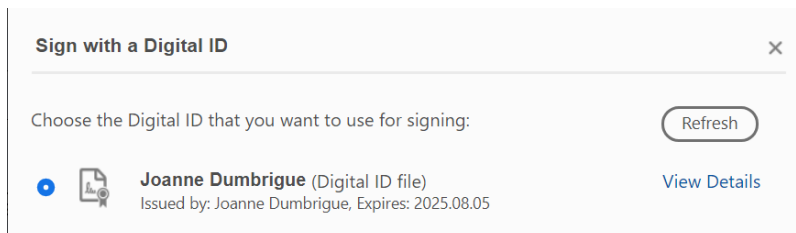
Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

[?] [Back] [Continue]

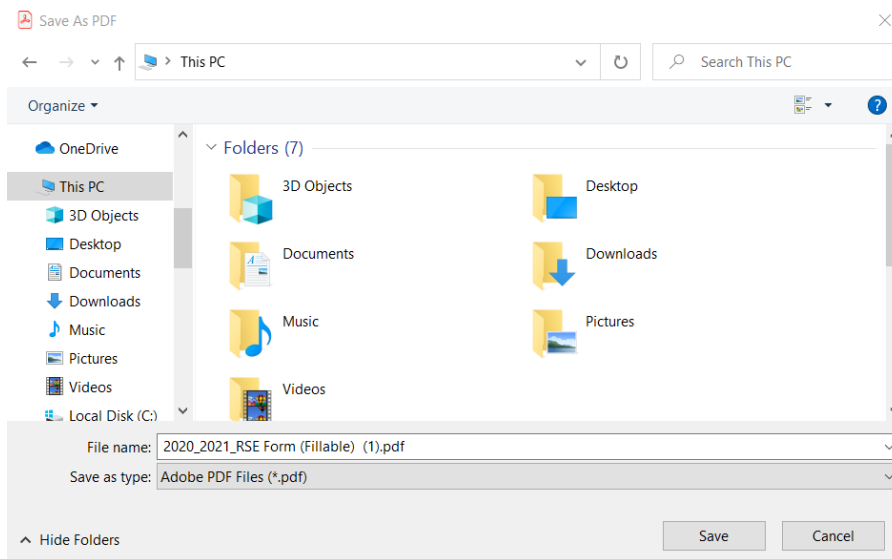
- Complete indicated fields



- Choose Digital ID



- Save document



- Document is complete with signature

[Redacted]		[Redacted]	%
[Redacted]	Joanne Dumbrigue		Digitally signed by Joanne Dumbrigue
Budget Approval (i.e. CalWORKs, Athletics)	Supervisor's Signature	[Redacted]	Date
[Redacted]	[Redacted]		[Redacted]
Budget Approval (i.e. CalWORKs, Athletics)	Supervisor's Signature	[Redacted]	Date

5. Save the document and email the Work Study Coordinator the RSE as an attachment. If another department is providing the funding for your student, please indicate the department or individual in the email. The Work Study Coordinator will secure additional signatures.