

# CalWORKs Employee Request Form

CalWORKs Work-Study Employee Request Form -For On Campus Employers Only (Staff Only). This form is to be filled out by departments to request a CalWORKs Work-Study student to be placed in their area.

## CalWORKs Work-Study Program Employee Request Form

The CalWORKs Work-Study Program offers students on-campus employment in order to develop and/or strengthen workplace skills. The program allows students to work a maximum of 20 hours per week. The CalWORKs Program will pay 75% of the student's hourly pay rate and the employer will pay 25% plus the cost of fingerprints (LiveScan). The student's earnings will not be deducted from their cash grant; and the skills acquired from a Work-Study assignment will be beneficial when students seek unsubsidized employment.

**Indicate who will be responsible for supervising this employee and reviewing their timecard? (Timecards need manager's signature)**

**\* Name:**

**Title:**

**\* Email:**

**Phone/Ext.:**

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**Department/Division:**

**Name of Dean/Manager:**

**E-mail:**

**Phone/Ext.:**

**Does the position have a specific title?**

- Yes  
 No

**If Yes, indicate Title**

**What is the hourly rate?**

\$

**Job Description:**

**What duties/responsibilities are required for the position?**

**Qualifications:**

**What skills/abilities/personal characteristics are required/recommended for the position?**

**Please indicate what shifts are available (Choose at least one)**

- Mornings  
 Afternoons  
 Evenings  
 No Preference

\*Please keep in mind that the CalWORKs Program encourages employers to accommodate students class schedule and study time when arranging student's work schedules.

Once the CalWORKs office receives and reviews your request, the CalWORKs Work-Study Coordinator will contact you with more information.

**Important:**

Submitting an Employee Request Form does not allow the CalWORKs Work-Study student to immediately start their work assignment. All CalWORKs Work-Study students are required to undergo the District hiring process; complete application process, Live Scan (fingerprint) clearance, Board Approval process and be cleared by Human Resources before they can start

SUBMIT

CLEAR