



# Academic Year \_\_\_\_\_

## Federal Work Study Request for Employment

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_ MI \_\_\_\_\_ Today's Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ WHC ID# \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

1. What is your Major/Career goal? \_\_\_\_\_

2. Where would you like to work on campus? \_\_\_\_\_

3. Do you have a Student Ed Plan (SEP) on file at WHC?      Yes      No

4. Are you a CalWorks participant?      Yes      No

5. Please place an X on all job skills you have and are able to carry out:

**Clerical Skills**

- Typing \_\_\_\_\_ WPM
- Calculator
- Accounting
- Cashiering
- Computer Software (MS Word, Excel, etc.)
- Filing (Alphabetical, Numerical, etc.)
- Phones
- Office Equipment (Copier, Fax, etc.)
- Administrative

**Other Skills**

- Cooking
- Serving
- Graphics
- Education (Tutoring math or reading)
- Chemistry & Biology Lab
- Television/ Video/Photography Equipment
- Sports Department (washing, lifting up to 50 lbs)
- Interest in working with children

**Maintenance/Custodial Skills**

- Groundwork (weeding, raking, using a blower)
- Cleaning, dusting
- Step Ladder Usage

**Language Skills**

- English
- Spanish
- Other – Please specify \_\_\_\_\_

West Hills College  
Student Work-Study Agreement

Work-Study students must be enrolled in at least 6 units, but preferably 12, and maintain a cumulative GPA of at least 2.0 to be eligible for federal work-study.

Students must work where they are assigned.

Students must NOT