Student ID Number_	

CUESTA COLLEGE
Financial Aid Office
PO Box 8106
San Luis Ohisno CA 93/03

, -	Last Name	First Name
	Telephone Number	Email Address

## Federal Work Study Worksite Referral Sheet

## TO BE COMPLETED AND SIGNED BY EMPLOYER

EMPLOYER/SUPERVISOR: This student would like to be a Federal Work Study (FWS) at Cuesta College for the school year. If you are interested in hiring this student, please complete the following documents:

- > This worksite referral sheet
- ➤ A completed job description (available on the FWS Website)
- ➤ A Student Employment Confirmation (available on the FWS Website)

All three documents should then be submitted together to the people listed in the "Approval & Contact Information" section of the Student Employment Confirmation, for signatures. Once all signatures have been obtained, submit the three documents along with the student's Employment Application, to the Financial Aid Office (not HR!) for final clearance.

Student's Position  Department  Department Activity #
Student's Position
Office, I must pay the mout of my department's fund.
I amaware that work-study students can only work for a set amount of hours in a given academic year. If students work more hours than they are authorized by the Financial Aid
$Iam aware that a work-study student \underline{cannot} begin work until cleared by the Cuesta College \\ Human Resources Office AND the Financial Aid Office.$
I am aware that the work-study student must be supervised, at all times.
Ihave reviewed the student's class schedule and I will ensure that the student never works during the time that his/her classes are scheduled. I understand that over time is not permitted for work-study students and the students of the