

Student ID Number _____



Financial Aid Office
PO Box 8106
San Luis Obispo, CA 93403

Print Clearly

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.

- I have 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 overtime is not permitted for work-study students.
- I am aware that the work-study student must be supervised, at all times.
- I am aware that a work-study student cannot begin work until cleared by the Cuesta College Human Resources Office AND the Financial Aid Office.
- I am aware 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 Office, I must pay them out of my department's fund.

Student's Position

Department

Department Activity #

Supervisor's signature

Extension