



# 2023-2024 STUDENT EMPLOYMENT APPLICATION AND CONTRACT

Before a student can begin to work, the student must meet the requirements on page 2 of this form and then submit this Application Contract and all payroll forms, along with the student's identification verification to the Student Employment Specialist located in the Financial Aid Office.

## APPLICATION – Please Print

Student Name \_\_\_\_\_ SMC Student I.D. # \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Number Street Apartment # (Do not use a P.O. Box)

City State Zip Code

Skills: (Check all that apply)  Customer Service  Telephone  Bookkeeping  Computers  Writing

Other skills or languages spoken/written: \_\_\_\_\_

### Work Experience:

Dates of employment: \_\_\_\_\_ Place of Employment: \_\_\_\_\_ Duties: \_\_\_\_\_

### Hours that I am available to work each day:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

1. Are you currently working as a Temporary or Non-Merit employee? YES  NO

Note: If you answered "yes" to either question above, give an explanation on a separate form that will be provided to you. A "yes" answer will not necessarily disqualify you from employment.

## CONTRACT

Students are paid on the 10<sup>th</sup> and the 25<sup>th</sup> of each month. All paychecks are mailed directly to the address provided by the student. It is the student's responsibility to report any address or name change to the Financial Aid Office. As a candidate for student employment, students need to be aware of the following:

- Students will be on the job at all scheduled hours, will perform the duties assigned to them and will work only when deemed eligible.
- If required, students will be fingerprinted prior to employment, and if the results are unsatisfactory, employment will be terminated.
- If required, students will be tested for tuberculosis (TB,) and if the results are unsatisfactory, this contract will be cancelled.
- If any criminal charges and/or convictions occur against the student anytime during employment at SMC, the student is responsible for notifying the Financial Aid Office immediately and any criminal charges and/or convictions will be reported to the student's supervisor. Upon investigation, these charges may terminate the student's employment.
- Part-time, temporary student employment is without benefits and that employment may be cancelled at any time.
- Students must sign their Daily Hours Work Report each pay period in order to be paid.

I hereby certify that I have read and understand all of the information listed above and that all answers and statements are true. I also understand that any misstatements of material facts contained in this application may cause forfeiture of all my rights to any employment, either present or future in the service of the Santa Monica Community College District. I accept this assignment subject to all terms and conditions herein.

Student Worker's Signature \_\_\_\_\_ Date \_\_\_\_\_

### AUTHORIZATION TO HIRE STUDENT: (Only department chairs, faculty leaders, faculty coordinators, and managers have account authority to hire students.)

Hiring Department \_\_\_\_\_ Work hours per week \_\_\_\_\_

I authorize the hiring of this student for employment under: Work Study  Student Help  LAEP

Account Number: \_\_\_\_\_

(Note: Account number will be used for students hired under Student Help and in cases when FWS students have exceeded their allocation.)

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Title of Department Chair / Faculty Leader / Faculty Coordinator / Manager \_\_\_\_\_

Designated Person Reporting Hours \_\_\_\_\_ Extension \_\_\_\_\_ Date \_\_\_\_\_

FOR STUDENT EMPLOYMENT USE ONLY: Student Help  FWS  CWWS  FERPA  MRSF  SLF  CALP  LAEP-WS

Current Units: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ FP date \_\_\_\_\_ TB test date \_\_\_\_\_

Student Employment Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Employment at SMC

## REQUIREMENTS

### STUDENT HELP (SH) – (Department Budget)

Students must be enrolled in 12 units or more at SMC for the fall and spring semesters, to be able to work the summer or winter terms. A student can work in the winter or summer semester if not enrolled in 12 units, as long as they are enrolled in 3 units during those semesters.

### FEDERAL WORK STUDY (FWS) – (Students' Financial Aid Award)

In the fall and spring semesters, students must be enrolled in 6 or more units at SMC and *you must be eligible for Federal Work Study*. To work in the winter semester, students must be enrolled in at least 3 units and have a Federal Work Study award.

## PROCEDURES

1. Employment opportunities are listed on the SMC website under Financial Aid - Student Employment.
2. To be eligible to apply for a job, you must meet the requirements above and the specific employment requirements stated on the Job Opening listing. Once you have found a job in which you are interested, contact the supervisor directly as indicated on the Job Opening listing.
3. Once you are hired, a supervisor will complete the authorization portion of your Student Employment Application/Contract. You must then complete the rest of the packet of documents and requirements listed below.
4. **Return the following documents to the Financial Aid Office:**

### New Students

- SMC Student Employment Application/Contract
- Confidentiality Memo of Understanding form
- Confidentiality Agreement form
- W-4 Federal Withholding form
- DE-4 State Withholding form
- I-9 form and Verification Identification documents
- I-9 Employment Verification identification form
- Emergency Contact /Warrant Designation form
- Disclosure of Conviction Record form
- FERPA Training Completion email
- Mandated Reporter Status form
- Student Leave form
- Live Scan Fingerprint form \*
- TB Test (if applicable)

### \* Fingerprinting procedure:

- You first need to obtain a fingerprint scan form from the Financial Aid Office.
- Take the form to the SMC Campus Police Department. Campus police will scan your fingerprints and return the pink form - for you to include in your employment packet. Hours open for fingerprinting: M-F-10:00-11:00 & 2:00-3:00.

### Continuing Students

- SMC Student Employment Application/Contract
- FERPA Training Completion Email
- Mandated Reporter Status form
- Student Leave form

5. **Daily Hours Work Reports** will be supplied by the department where you will be working for each pay period and processed bimonthly in payroll from the 1<sup>st</sup> to the 15<sup>th</sup> and from the 16<sup>th</sup> to the end of the month. Your paychecks will be mailed to your home address and your first paycheck will be issued to you approximately one month after your first day of employment. You must sign your Daily Hours Work Report or your paycheck will be held back in the payroll office. Payroll Schedules of check mailing dates can be found on the Student Employment website.
6. You should discuss the following information with your supervisor: your work schedule, break time, lunch time, number of hours worked on your sign-in report, and any questions you have about your employment.
7. Do not work more than you are scheduled to work. **Note:** Students cannot work more than 7 hours in a day.
8. If you have any general questions about your employment, call the Financial Aid Office at 310-434-4343. For specific questions about your hours or pay, contact your direct supervisor.

**Note: Do not start working if your supervisor has not received the email authorization for you to work.**