

Student Employment Referral Card

Supervisors: Type in ALL sections of top (or write in top & bottom) portion of document, print and sign.

Give document to student for employment processing. NOTE: This is not for Federal Work Study hiring. Contact Eva Monteverde, emonteverde@losmedanos.edu to determine eligibility for students you would like to hire using Federal Work Study.

Students: Call 925-473-7444 or go to <http://www.losmedanos.edu/student-services/job> to make an Employment Processing Appointment. If you have never worked on-campus please bring 2 forms of identification with you (photo ID AND US birth certificate or Social Security Card. A US Passport will work for both forms of ID). For more options contact Transfer & Career Services.

Student's Name: _____ Student's ID#: _____

Job Title: _____ Department: _____

New Hire Returning/ReHire Academic Year (ie. 16-17) : _____ or Summer Yr: _____

Hourly Wage: _____ Hours/Wk: _____ Start Date: _____

Pay Level: Student Worker I (most jobs) Student Worker II/Tutor Student Worker III Police Corporal

Position ID #: _____ - _____ Funding Source: Department Categorical CalWORKS

Alt. Position ID #(Optional): _____ - _____ Funding Source: Department Categorical CalWORKS

Supervisor's Name: _____

Supervisor's Phone: _____ Supervisor's Email: _____

Supervisor's Signature: _____ Date: _____

By signing above referral card you are agreeing to policies stated in the Supervisor Handbook,
<http://www.losmedanos.edu/student-services/job>

This portion to be retained by **Transfer & Career Services, 4th Floor, Student Services Center, 925-473-7444**

Student Employment Processing Confirmation

This portion of the document will be returned to the student upon completion of employment processing. Student should give this document to the supervisor.

Student's Name: _____ Student's ID#: _____

Job Title: _____ Department: _____

Supervisor's Name: _____

Employment Paperwork Completed

Transfer & Career Services Signature: _____ **Date:** _____

Transfer & Career Services, 4th Floor, Student Services Center, 925-473-7444
Los Medanos College, 2700 East Leland Rd., Pittsburg, CA 94565