

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. 17-18) : _____ or Summer Yr: _____

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

Pay Level: Student Worker (most jobs) Student Intern/Tutor Police Corporal

Position ID #: L _____ - ST _____ Funding Source: Department Categorical

Alt. Position ID #: L _____ - ST _____ Funding Source: Department Categorical

Supervisor's Name: _____

Next Level Supervisor: _____

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 mailed to the supervisor upon completion of employment processing.
No student may submit time worked prior to the date below.

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

Job Title: _____ Department: _____

Position ID #: L _____ - ST _____ Alt. Position ID #: L _____ - ST _____

Supervisor's Name: _____

_____ Employment Paperwork Completed Student's Start Date: _____

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

Updated: 11/2/2017