

## 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](mailto: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, 4<sup>th</sup> Floor, Student Services Center, 925-473-7444**

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## 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, 4<sup>th</sup> Floor, Student Services Center, 925-473-7444**  
Los Medanos College, 2700 East Leland Rd., Pittsburg, CA 94565

Updated: 11/2/2017