## 2024/2025 Student Employment Candidate Request Form

Student Employment Office:

Requested Date:	-	Received:
Supervisor Name:	_	
E-mail Address:	_	Reviewed:
Department/Hiring Site:	-	Sent to Dept:

<u>Supervisors:</u> Please provide the information below. Please check the correct funding for each job listing number. E-mail the form to your Student Employment Specialist when completed. The SEO will return the form to you via e-mail with the eligibility status of each candidate. A "Y" in the district or FWS column indicates the student is eligible for that particular program. An "N" indicates they are not eligible for that particular program and should not be interviewed for that position. \*Student's must be hired at their home college ONLY for all positions. If their home college is different than where being hired, they will be ineligible. \*\*IP translates to an "incomplete financial aid file" and cannot determine eligibility at this time. Student will be notified by Student Employment.

Supervisor Section					Student Employment Office Use Only						
Student ID Number	Student's Last Name	Student's First Name	Job Listing Number	FWS (√)	DISTRICT (√)	FA Status	CGPA	Units	*Home College	DISTRICT Eligible? (Y/N)	FWS Eligible? **(Y/N/IP)