June 20, 2014

Dear CalWORKs Students,

Welcome to the 2014-15 CalWORKs Work Study Program. New and continuing students must follow the Application Submittal Process in order to be selected for a work study position. You must print the entire application packet; no hard copies will be available.

All students must meet all of the screening criteria and submit all required documents in order to be selected for placement ON or OFF Campus - NO EXCEPTIONS!

SCREENING CRITERIA

- Must be participant of GAIN and adult receiving cash aid
- Registered 6 units (being on waitlist is not acceptable)
- Enrolled classes must follow Educational Plan (please see counselor if needed)
- Must have a 2.0 cumulative GPA
- Successfully completed 50% of classes attempted in previous semester. (required for continuing students only)

ITEMS REQUIRED TO SUBMIT

- CalWORKs Work Study Application
- Completed Verification of Benefits Form (see attached)
- Updated Résumé
- Transcripts (no more 3 days old of submission date)
- Current Class Schedule (no more than 3 days old of submission date)

Job Placement Start Dates:

1. Continuing Students: August 18, 2014
2. New Students: September 15, 2014

PLEASE NOTE: Applications will be reviewed on a first come, first serve basis. Applications with missing documents, incomplete sections or unsigned areas, or late submissions will NOT be considered for job placement and the application will denied.

The application along with the required documents must be submitted to the CalWORKs office on SUBMISSION OF APPLICATION DOES NOT GUARANTEE JOB PLACEMENT!
Work Experience Checklist

Student Name: ________________________________________________ Student ID# ________________

When completing this application please PRINT legibly using blue or black ink. Thank you!

Required Items:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Work Study Application</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Autobiography</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Student Forum Agreement</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Plan B</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Work Schedule of Availability Form</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Work Study Contract</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Verification of Benefits Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Part B completed by GAIN Worker)</td>
<td></td>
</tr>
</tbody>
</table>

Additional Documents YOU must include with Application:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Updated Résumé</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Class Schedule (no later than 3 days old)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Unofficial Transcript</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: please organize your documents in the above order. ALL required documents must be completed before submitting them to the CalWORKs office. All submitted applications are selected on a first-come first-serve basis. Incomplete application will not be considered. (i.e., missing or unsigned documents, or submitted after the deadline).

Selected Candidates: all selected candidates will be notified via MYECC email Portal, please do not contact the CalWORKs office. If you are not selected for the fall Semester you will be put on the waiting list as a possible candidate for the following semester.
CalWORKs Work Study Application

Student Name: ________________________________ Student ID# ________________

When completing this application please PRINT legibly and clearly using blue or black ink. Thank you!

PERSONAL INFORMATION

DATE OF APPLICATION__________

Name ____________________________________________

Last        First        Middle

Address __________________________________________________________________________________________________

Street                                                                 (Apt#)                                             City, State/Zip

Alternate Address __________________________________________________________________________________________________

Street                                                                 (Apt#)                                             City, State/Zip

Contact Information ___________________________________ _____________________________    ______________________________

Home                                                    Cell/Mobile                               School Email Address ONLY

__________________________________  _____________________________     _____________________________

Student I.D.                               Case Number   Social Security (SSN#)

Department/Agency: ____________________________

Major ____________________________


Work Study Participation Status (circle one)   New Student   Continuing Student

How many semesters have you participated in CalWORKs Work Study Program ________________

Have you ever been convicted of a felony________ Yes/No?

(If yes, you will not be denied the opportunity to apply or participate).

ALL work study positions require live scan clearance; if student does not pass he/she will not be able to participate in work study!

EDUCATION

Please circle/write response

<table>
<thead>
<tr>
<th>High School</th>
<th>High School Diploma G.E.D OR Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>College or University</td>
<td>Certification A.S, AA Degree</td>
</tr>
<tr>
<td>Specialized Training Trade School etc.</td>
<td></td>
</tr>
<tr>
<td>Other Education</td>
<td></td>
</tr>
</tbody>
</table>

Revised 07/01/14-CWPApp.
EMPLEYMENT HISTORY

Please list from the most recent:

<table>
<thead>
<tr>
<th>Dates Employed</th>
<th>Name of Company</th>
<th>Job Title</th>
<th>Duties/Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

May we contact your previous employer? □ Yes OR □ No
Reason for leaving:
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Dates Employed</th>
<th>Name of Company</th>
<th>Job Title</th>
<th>Duties/Tasks</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

May we contact your previous employer? □ Yes or □ No
Reason for leaving:
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________
**EMPLOYMENT HISTORY (continued)**

<table>
<thead>
<tr>
<th>Dates Employed</th>
<th>Name of Company</th>
<th>Job Title</th>
<th>Duties/Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Dates:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**May we contact your previous employer?**  □ Yes  or  □ No

**Reason for leaving:**

________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

*Please list your areas or proficiency, special skills or other items that may contribute to your abilities in performing the above positions*

**Typing WPM:** ________  
**Computer Skills (circle):** Proficient  Non-Proficient

**Describe your customer service skills:**

________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

**Additional job training skills: (comment below)**

________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
CalWORKs Work Study Autobiography

In the area below, write a minimum of 2 paragraphs about yourself. Include your special interest, academic goals and describe your most enjoyable job experience and what made it special. Please continue on the back if needed. A typed response can also be attached to this document.

_____________________________________
Print Name

_____________________________________
Student Signature

_____________________________________
Date
CalWORKs Student Forum Agreement Form

Please initial the statements below.

_____ I agree to attend mandatory Student Forums as scheduled. My supervisor is expected to release me from my normal working assignment to attend if held during work hours.

_____ I will contact the CalWORKs Office if meeting conflicts with my class or any other pre-scheduled engagement and will provide proof.

_____ I understand if I do not attend mandatory Student Forums, this can affect my eligibility for future work study placement.

It is mandatory that you attend the bi-annual CalWORKs & CARE Mini Conference in the Fall and Spring semesters. It is your responsibility to secure child care to attend these events, since no children will be allowed at any meetings.

The following are the tentative months for Student Forums:

- September 2014
- October 2014
- December 2014
- February 2015
- April 2015
- May 1, 2015

Print Name_______________________________________________   Date_________________________

Signature__________________________________________________   Date_________________________
TRANSPORTATION:

I will get to work/class by __________________________. My commute will probably take about __________________________ minutes each day.

Plan B: If this does not work, I will get to work/class by __________________________. This way will probably take me about __________________________ minutes each day.

If Plan B does not work out, please call your instructor/supervisor at least 1 hour before scheduled to class/work.

CHILD CARE:

While at work/class, my children will be at __________________________.

(Name of specific location)

Plan B: if that is unavailable, my children can go to __________________________ instead

If Plan B does not work out, please call your instructor/supervisor at least 1 hour before scheduled to class/work.

CLASS/WORK:

Students are solely responsible to contact your instructor/supervisor at least 1 hour before class/work to let him/her know you be delayed because (situation: transportation, childcare etc.)

Plan B: if I cannot reach my instructor, I will (complete the sentence):

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________

PLAN B-Agreement Clause

I, __________________________ am solely responsible for contacting my instructor/supervisor and CalWORKs Office. I understand that if I fail to communicate with an instructor/supervisor, this can result in being dropped or terminated from my Work Study assignment.

_________________________________________   _____________________________
Student Signature                                                                                                                    Date
CalWORKs Work Availability Form

Using your current semester class schedule, follow the example provided on the next page and please tell me YOUR hours of availability to work: (please be mindful that in the example Mr. Williams included appropriate travel time to and from campus.

### Student Availability

<table>
<thead>
<tr>
<th>Days of Week</th>
<th>Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total hours ______________________ (maximum 25rs per week) - When creating your schedule please be mindful of travel time to the designated location.
Sample Scenario:

Mr. Williams is interested in CalWORKs work study; however, prior to working the office requested a copy of his hours of availability. The best way he knew to do this was by using his class schedule.

Mr. Williams (sample) Class Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Class Time &amp; Day(s)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English</td>
<td>Intro Writing</td>
<td>3units</td>
</tr>
<tr>
<td>2</td>
<td>Math</td>
<td>Intermediate Algebra</td>
<td>3units</td>
</tr>
<tr>
<td>3</td>
<td>Human Development</td>
<td>Career Development 101</td>
<td>1unit</td>
</tr>
<tr>
<td>4</td>
<td>Science</td>
<td>Chemistry</td>
<td>3units</td>
</tr>
</tbody>
</table>

Sample Hours of Availability

Based on his class schedule Mr. Williams created a Work-Study Schedule

<table>
<thead>
<tr>
<th>Days of Week</th>
<th>Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:30am-3:30pm</td>
<td>5hrs</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:30pm-4:30pm</td>
<td>5hrs</td>
</tr>
<tr>
<td>Wednesday</td>
<td>12:30-5:30pm</td>
<td>5hrs.</td>
</tr>
<tr>
<td>Thursday</td>
<td>1:30-4:30pm</td>
<td>3hrs</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00-3:00pm</td>
<td>7hrs.</td>
</tr>
</tbody>
</table>

Total Hours: 25 hours = maximum 25hrs per week
Work Study Contract

Student Name: ____________________________  Student ID Number: ___________________

1. Attendance and Office Etiquette
   - Punctuality: Arrive on time
   - Check in and out each day with supervisor
   - Inform a staff member when you leave the office to use the restroom or take a break
   - Stick to time schedule given to the supervisor
   - Call the office, if you are unable to report for work on any assigned day
   - Wear appropriate attire as required by worksite and ECC Compton Center CalWORKs office

2. Duties and Expectations
   - Be responsible for duties assigned to you
   - Ask staff member for a new assignment once you are finished with a task

3. Conduct and other Reminders
   - Be courteous and respectful at all times
   - Be friendly and helpful to outside students, staff or clients
   - Telephone calls are limited to emergencies (ask for permission first)
   - The staff expects student workers to meet all needs of the office as specified
   - Adhere to office rules

4. Causes For Termination
   - Insubordination including, but not limited to, refusal to do assigned work
   - Timecard Fraud
   - Repeated tardiness, unreported and/or unauthorized absences
   - Discourteous, offensive, or abusive conduct or language toward other employees, students or the public
   - Dishonesty, including the unauthorized use or removal of employers property off the office/premises
   - Drinking alcoholic beverages on the job or reporting for work while intoxicated
   - Use or possession of narcotics on the job
   - Abandonment of position- (i.e. after 5 consecutive days)
   - As a student employee, if you become ineligible for GAIN or become sanctioned, your work-study assignment will end the last day of the semester in progress
   - As a student employee, you become ineligible for Federal Work Study and/or CalWORKs Work Study when your enrollment status falls below six units (six eligible units for Federal Work Study).

Note:
   - Students may be eligible for two positions per academic year (1 per semester) on a first come, first serve basis and based on performance and job availability.
   - Once the student is dismissed from his/her current work site for cause, he/she will have to start the hiring process again the following semester.

_________________________________   ____________________________
Student signature      Date
El Camino College Compton Center  
CalWORKs Program  
Career Ladder Programs and Services  
Verification of DPSS Benefits

<table>
<thead>
<tr>
<th>Academic Year: _______ - _______</th>
<th>Term: __________</th>
<th>Date: <em><strong><strong>/</strong></strong></em>/______</th>
</tr>
</thead>
</table>

Student Name: _____________________________________________________________

Case Name (if different than student name): _________________________________

Address: __________________________________________________________________

Phone Number: ___________________  Student ID #: ___________________________  
Case Number: _____________________  File Unit Number: _______________________  
Eligibility Worker Name: ____________________________________  Phone Number: ______________________

PART A: Participant/Student Completes this Section

Client Authorization for Release of Information

I authorized DPSS to release the information below to: El Camino College Compton Center

_________________________________________  _____________________________  
Client Signature  Date

PART B: DPSS Completes this Section

Please verify that the above client is receiving CalWORKs Cash Aid for:

Both client and children ☐  Children only ☐  Participant only ☐

Monthly Amount: $________  Time LEFT on 48-month clock: __________

**REQUIRED TO PROVE ELIGIBILITY**

_________________________________________  _____________________________  
Authorized Signature  Date

Agency Stamp

Please return form to:
El Camino College Compton Center  
CalWORKs Program  
ATTN: Trina Sanders  
1111 E. Artesia Blvd.  
Compton, CA 90221

P: 310.900.1600, ext. 2071  
F: 310.900.1674

Date Submitted: ______________ Staff Initials: ______

Date Recorded: ________________ Staff Initials: ______

MUST BE COMPLETED BY SUBMISSION – INCOMPLETE FORMS WILL NOT BE ACCEPTED

Revised 07/01/14-CWPApp.