



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

**Authorization of Employment For
Student Hourly Help and Supplemental Sheet**

Student Name: _____

Location: DAC MC OC VC Division/Dept: _____

RELATIONSHIP

1. Is the student related either by blood or marriage to any member of the Governing Board or employee(s) of Ventura County Community College District? **YES** **NO**

If **NO**, go on to number 2.

If **YES**, the student **IS NOT ALLOWED TO START WORK** until the matter has been specifically discussed and approved by the Chancellor.

If **YES**, please provide the following information:

Name of relative: _____

Relationship to student: _____

Job title: _____ Location: DAC MC OC VC

Will the student work under the direct/indirect supervision of the relative? **YES** **NO**

If **YES**, please check one:

- Direct supervision – same department or administrative unit
- Indirect supervision – second or third level responsibility

If one of the above was checked, in what department and under what circumstances?

STUDENT ELIGIBILITY

Students must be enrolled in at least twelve units for fall or spring semesters (unless Federal Work Study, Cal Works or Disabled Student Program).

2. Is student a full-time student (at least 12 units in fall or spring)

YES **NO**

If **YES**, prior approval by the Chancellor is not required (unless student is related either by blood or marriage to any member of the Governing Board or employee of VCCCD).

If **NO**, does the student fall under Federal Work Study; CalWorks; DSP



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(continued)**

Please indicate number of units currently enrolled in this district.

_____ units Spring semester
_____ units Fall semester

Summer student works must meet one of the following criteria (please check one if applicable)

- Had been enrolled throughout the spring semester of this year. (minimum of 12 units)
 Will be enrolled throughout the fall semester of this year. (minimum of 12 units)

If student is attending a school not in this district, please list school name, number of units and semester: _____

Has the student been recently hired as a seasonal employee? YES NO

If YES, the student must have a six week break in service before working as a student hourly.

NOTE: Student employees **cannot** work within the VCCCD in any other capacity simultaneously.

I certify to the accuracy and completeness of the above statements.

Signature of immediate supervisor or designee Date

APPROVAL OF DISTRICT CHANCELLOR, COLLEGE PRESIDENT OR DESIGNEE

Signature Date

Please attach this completed, signed, dated supplemental sheet to the *Authorization of Employment for Student Hourly Help*