

Human Resources Department

## Student Worker Employment Notification

New: \_\_\_\_\_  
 Rehire: \_\_\_\_\_  
 Student ID#: \_\_\_\_\_  
 TB Test Date: \_\_\_\_\_  
 I-9 Completed: \_\_\_\_\_

14000 Fruitvale Avenue / Saratoga, CA 95070-5698

Student workers must be enrolled in at least six (6) units during the Fall and Spring semesters; three (3) units during the Summer semester. **International students must be enrolled in 12 units each semester.**

Name: \_\_\_\_\_ Social Security No: XXX - XX -  
Last First MI

Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_ - \_\_\_\_ - XXXX  
No. and Street Apt.

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sex:  Male  Female Location:  MC  WVC  District

Select semester and indicate # of hours per week:  FALL (September – December) Hours per week: \_\_\_\_\_  
(no more than 18 hrs per week District wide)

Start Date: \_\_\_\_\_  SPRING (January – May) Hours per week: \_\_\_\_\_  
(includes Wintersession) (no more than 18 hrs per week District wide)

End Date: \_\_\_\_\_  SUMMER (June – August) Hours per week: \_\_\_\_\_  
(no more than 37.5 hrs per week District wide)

Indicate if  
 CDC  
 Student  
 Worker?\*  
  
 Yes

*(For position title and hourly rate, refer to Student Worker Salary Schedule.)* \*Hours per week & minimum qualifications contingent upon assignment.

Position Title: \_\_\_\_\_ Step: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

**SUPERVISORS ARE RESPONSIBLE FOR VERIFICATION OF INFORMATION IN THIS AREA:**

*Students cannot begin working until all necessary paperwork is completed and verified by HR.*

A  Mission  West Valley Units Enrolled:  Fall 20 \_\_\_\_\_ # of units: \_\_\_\_\_  
 Spring 20 \_\_\_\_\_ # of units: \_\_\_\_\_  
 Summer 20 \_\_\_\_\_ # of units: \_\_\_\_\_

B Does this student have relatives employed by the District? If yes, who? \_\_\_\_\_  
 Location: \_\_\_\_\_

C Is this person currently employed by another department?  Yes  No If yes, where? \_\_\_\_\_

D Documents to accompany employment notification:  
 TB Test Results  Picture ID  W-4 Form  
 Social Security Card (copy)  I-9 Form  Student Worker Information Form

E International students must also provide the following:  
 I-94 Form (copy)  Permanent Alien Resident Card  Class Schedule (copy)  
 I-20 Form (copy)  Passport  Letter from Int'l. Student Advisor

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_  
(Please Print) Supv. Banner POSN#

Department: \_\_\_\_\_ Phone Ext. \_\_\_\_\_ Date: \_\_\_\_\_

Account Number (1)	Account Number (2)	Budget Administrator (Print)
Account Number (3)	Account Number (4)	Budget Administrator Signature
		Date



## STUDENT WORKER

**Please be prepared to be at the Hiring Hub  
for approx. 1-1 ½ hours**

### ITEMS NEEDED PRIOR TO ARRIVING AT THE HIRING HUB

- TB Exam Results (Please check ONE of the three boxes)
  - Completed TB Screening through District Health Center (Forms will be provided during hiring hub). This process has a fee of \$35.00 please bring payment with you to hiring hub
  - Provide a copy of a TB exam that you have had completed within the last 90 days.
  - Complete a TB exam through your own insurance. (Please note, the District is not responsible for any fees that arise with this option)
- Receipt Confirming Live Scan Process Completed. *(for all workers in custodial, Child Development and in positions handling money. There is no fee for this service through the District)*

Please contact the Police Services at 408-741-2685 or [livescan@wvm.edu](mailto:livescan@wvm.edu) to make an appointment for livescan.

- Original Social Security Card
- Form of Photo ID (Ex: Drivers License, Passport, Work Authorization Card, etc.)
- Voided Check if you are intending on signing up for Direct Deposit

### DOCUMENTS ALSO REQUIRED FOR INTERNATIONAL STUDENTS (F-1 VISA)

- Copy of I-20
- Copy of I-94
- Letter from International Student Advisor

### Hiring hub dates – West Valley - Administration Building

- 8/4/22 – 9:00am to 3:30pm
- 8/11/22 – 9:00am to 3:30pm
- 8/18/22 – 9:00am to 3:30pm
- 8/25/22 – 9:00am to 3:30pm
- 9/1/22 – 9:00am to 3:30pm
- 9/8/22 – 9:00am to 3:30pm
- 9/15/22 – 9:00am to 3:30 pm
- 9/22/22 – 9:00am to 3:30pm
- 9/29/22 - 9:00am to 3:30pm

### Hiring hub dates – Mission College- Located at SEC 340

- 8/2/22 – 9:00am to 3:30pm
- 8/9/22 – 9:00am to 3:30pm
- 8/16/22 – 9:00am to 3:30pm
- 8/23/22 – 9:00am to 3:30pm
- 8/30/22 - 9:00am to 3:30pm
- 9/6/22 – 9:00am to 3:30pm
- 9/13/22 – 9:00am to 3:30 pm
- 9/20/22 – 9:00am to 3:30pm
- 9/27/22 - 9:00am to 3:30pm

Any Questions Please Contact:  
Danielle Ramirez-King  
408.741.2171  
[danielle.ramirezking@wvm.edu](mailto:danielle.ramirezking@wvm.edu)

