STUDENT ONBOARDING

General Fund Application Form

Applicant Requirements
- Enrolled in at least six credits per quarter; Maintain a GPA of no less than 2.5
- International students are able to work only under General Fund, at the start of their second quarter only.

Career Staff must complete this section.

Staff Name

Pay Rate $

Estimated Hire Date

Student Employment Specialist Signature

End Date

Student must complete this section.

Please fill out the following student information section. **NOTE:** Incomplete quizzes and onboarding forms will not be processed by Student Employment staff.

First, Last Name

Student Email

Date of Birth(MM/DD/YEAR)

ctcLink ID Number

Phone Number

Current employment status:

☐ **Returning**
I worked at Highline College within the last six months.

☐ **New Hire**
I have not worked at Highline College before.

REMINDER: Complete the Required quizzes before filling out this form.

Read the following information carefully. Check each box once complete or confirming your understanding of the Student Policies and Procedures listed in the Agreement of Understanding.

☐ I understand that I cannot work until I have received my Employees Tab in my ctcLink account.

☐ I understand that the New Student Employee Orientation & FERPA quizzes are required before the first day of work. The training is designed to show me how to submit time sheets, work study policies and FERPA.

☐ By signing this contract, I acknowledge that failure to comply with student employee expectations may result in termination from my position at Highline College.

Student Signature
(Type Name)

Date

Supervisor Policies & Procedures Agreement of Understanding

Keep in mind that students cannot work more than 19 hours per week during the academic quarter. It is the supervisor and students responsibility to track the students hours and NOT exceed them.

It is the supervisors responsibility to check in with their student staff, to verify that the GPA's are consistent and never below a 2.5 GPA.

Break Period Requirements (must meet both requirements)
1). Attending the next quarter for six or more applicable credits.
2). Department has enough budget to pay the student during break period.

NSEO, FERPA and HCM Access
- I am responsible to confirm this student has completed the required New Student Orientation and FERPA training quizzes; prior to their first day of work regardless of whether the student will have access to view student or public personal information. The training must be completed online before their employment.

- I understand my student employee cannot begin working until they have received their Employees Tab in ctcLink.

Supervisor Full Name

Date (MM/DD/YR)

Department Name

Student Staff Position Name

Budget Combo Code

Supervisor Signature

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services at, email: access@highline.edu or by phone, (206) 592- 3857.