

_____ L.S. _____ E.C.E. _____ E.S. _____ Business _____ AS

Mark and "X" next to the field of your choice

CHECKLIST FOR WORK-STUDY STUDENTS:

- _____ FAFSA completed for school year applying (Financial Aid Office)
- _____ Work-Study Student Guidelines
- _____ Work-Study Confidentiality Contract
- _____ Student Employment Agreement
- _____ Class schedule
- _____ Work-Study Supervisor Guidelines
- _____ Federal Work-Study Off-Campus Agreement
- _____ On-Campus Agreement (if applicable)
- _____ Job Description (from the business)
- _____ KBOCC Application for Employment
- _____ DHS (Department of Human Services) screening – required
- _____ Criminal background check (required)
- _____ Copy of Social Security Card
- _____ Tribal I.D. (if applicable)
- _____ State I.D. or Driver's License
- _____ Hourly rate of pay
- _____ Supervisor's schedule
- _____ Tax papers (MI-W4;W-4;State of Michigan New Hire Reporting Form; Credit/Debit Authorization Form)

- **All items must be completed before the work-study student may begin to work.**

Once all items are checked off, there needs to be a sign-off by WS applicant:

_____ Date: _____