



OFF-CAMPUS SIGN-UP SHEET

To Be Completed By the Hiring Agency

Today's Date	_____
Student's Name	_____
Student's UT EID	_____
Job Title/Hourly Pay Rate	_____ / _____
Agency Name	_____
Agency Address	_____
Payroll Contact/Phone #	_____ / _____
Payroll Contact's E-Mail Address	_____
Student's Supervisor/Phone #	_____ / _____
Supervisor's E-Mail Address	_____
Supervisor's Signature	_____

Amount of Work-Study Award from student's Work-Study Verification:

\$ _____ (Fall 2016) \$ _____ (Spring 2017)

Mark EACH semester this student will be employed:

_____ **Fall 2016:** September 1 – December 31 _____ **Spring 2017:** January 1 – May 17

Students may not work as a Work-Study employee outside the specified date range above.

The **last day** to hire a Work-Study student is the 4th week of each semester.

Forward this Sign-Up Sheet to the Work-Study Office. Be sure to keep a copy for your records.

STOP!

Did you remember to complete the Job Description information on the next page?

The University of Texas at Austin is an Equal Opportunity Employer and Institution.

JOB DESCRIPTION INFORMATION

Work-Study Employee's Name: _____ UT EID: _____

Job Description (Duties/Requirements; **PLEASE BE SPECIFIC**): _____

Federal Community Service Work-Study Eligibility Checklist

How does your agency improve the quality of life for community residents?

How will the Work-Study position above enable your agency to achieve this purpose?

If the position above is that of:

- A Reading Tutor for children in pre-school or elementary school OR
- A Reading Tutor in a Family Literacy Program that provides services to children from infancy through Elementary school *or* to their parents or caregivers OR
- A Math Tutor for children in grades K-9,

Then also provide:

- 1) Name and location of trainer: _____
- 2) Tutoring assignment information (name of school or other location, name of on-site supervisor, grade level of children):

- 3) How progress will be measured: _____

Agency services include, but are not limited to (please check all that apply):

____ emergency/disaster preparedness & response ____ child care ____ social services
____ civic education & participation ____ recreation ____ health care ____ welfare
____ public safety ____ transportation ____ crime prevention/control ____ other

FOR WORK-STUDY OFFICE USE ONLY

I verify that the Federal Work-Study position (____ **does**) (____ **does not**) meet the Community Service component of the Federal Work-Study Program as mandated by the Higher Education Act of 1965, as amended by the Higher Education Amendments through 2008. I further verify that this FWS position (____ **does**) (____ **does not**) meet the criteria for classification as Tutor above.

UT Austin Community Service Coordinator

Date

Fall

Spring