



Student Name: _____

Student ID: _____

Leadership-Through-Experience Employment Packet

Please fill out this packet and return to the Financial Aid Works Coordinator with required documents.

Step 1: COMPLETE, PRINT, and SIGN THE STUDENT EMPLOYMENT PACKET

Please fill in your information on the following pages and sign where indicated.

The packet includes the following pages:

- Student Employee Information Sheet
- Student Employee Certification Page
- Student Employee Responsibilities/Expectations Page
- Student Employee Background Check- Signature Page
- FWS/LTE Guidelines Sheet

Step 2: SUBMIT THE PACKET WITH TWO FORMS OF ID TO THE FINANCIAL AID WORKS COORDINATOR

You must bring two forms of ID with you when you meet with the Financial Aid Works Coordinator. Please bring in the following:

Two forms of ID (Required)

1. Driver's License, State Issued ID, Tribal ID, etc...
2. Social Security Card or Tribal ID

Step 3: RETURN YOUR COMPLETED WORKSITE REFERRAL FORM TO THE FINANCIAL AID WORKS COORDINATOR

You cannot begin working until the Financial Aid Works Coordinator has received your Worksite Referral Form--signed by you and completed by your Worksite Supervisor.

Eligibility Requirements for LTE:

- Must be an enrolled member of a Federally-Recognized tribe
- Must be enrolled at least half-time (6 Credits or more) with priority given to full-time students (12 Credits or more)
- Must maintain a 2.0 GPA
- Must complete a student employment packet
- Must participate in the LTE Program Evaluation



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STUDENT EMPLOYEE INFORMATION SHEET

Employee Information

Social Security # _____ Date of Birth _____

First Name _____ M.I. _____ Last Name _____
(Name as it appears on Social Security Card)

Email _____

Telephone # _____

Current Address _____

City/State _____ Zip _____

Vocation/Program _____

Emergency Contact Information

Name _____ Relation to you _____

Address _____

City/State _____ Zip _____

Telephone # _____

Conviction Information

Have you ever been convicted of a crime? You do not need to disclose traffic violations. Misdemeanor and felony convictions must be disclosed. Convictions are not an automatic bar from employment. No _____ Yes _____

If yes, please explain _____



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STUDENT EMPLOYEE INFORMATION SHEET

Do you have a disability?

(An individual with a disability is a person who has (1) a physical or mental impairment that substantially limits one or more major life activities; or (2) a record of such an impairment; or (3) is regarded as having such an impairment.) No _____ Yes _____

If yes, please specify _____

Have you ever been employed with the LTE or Work Study Program?

No _____ Yes _____

If yes, when and where? Who was your Worksite Supervisor?

Would you like to return to your previous worksite (if you are a returning student)? If not, please list the worksite you'd like to move to.

By signing this page, I agree that the information I provided is true and accurate.

Student Signature

Date



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STUDENT EMPLOYEE POLICIES & CONFIDENTIALITY PAGE

Drug and Alcohol Policy

The illegal use of drugs (hallucinogens, narcotics, stimulants, and depressants) and alcohol are prohibited on UTTC campus. All federal, state and local laws are enforced in regards to the possession, sale, use and consumption of alcoholic beverages. Students involved in such activities are subject to termination from the Leadership through Experience program.

Harassment Policy

It is important for United Tribes Technical College to maintain an environment free of any type of harassment, intimidation, or exploitation for its staff, faculty, students and guests. The college actively takes measures to prevent all types of harassment from occurring in the UTTC community. Students involved in such activities are subject to termination from the Leadership through Experience program.

Confidentiality Policy

In this job, I understand that I may be exposed to extremely confidential, personal and private information through various means. A minor disclosure of information (sharing another student’s class schedule, address, e-mail address, phone, etc.) may be considered a violation of confidentiality, and will result in penalties, including termination. I agree to keep **ALL** information private at all times.

I have read and agree to the policies as stated above. Failure to abide by these policies may result in termination from the Leadership through Experience programs.

Student Signature

Date

Financial Aid Works Coordinator Signature

Date



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STUDENT EMPLOYEE RESPONSIBILITIES/EXPECTATIONS PAGE

Responsibilities/Expectations

As an LTE student, it is expected and required that you:

- Perform all duties, meeting all job expectations as outlined in the job description and as instructed in job training from the Work Site supervisor
- Report to your job as scheduled
- You are responsible for maintaining your time card. Punch in and out using the time clock in your Work Site department
- Notify your Work Site Supervisor immediately of anticipated absences or other tardiness as early in the workday as possible (or 1-3 days in advance for absences, if possible)
- Conduct yourself in a professional, friendly manner to college personnel, students, parents and any other visitors
- Limit work schedule to no more than 20 hours per week during the semester
- Act in a manner which displays the utmost confidentiality and respect of student records
- Demonstrate professional, respectful and courteous behavior
- **Dress appropriately** for the job (at the request and discretion of your Work Site Supervisor)
- Refrain from conducting ALL personal or academic matters during work hours (personal internet use, cell phone use and texting, studying, homework and/or socializing)
- Always discuss any work-related issues or concerns with your Work Site Supervisor

Student Signature

Date

Financial Aid Works Coordinator Signature

Date



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STUDENT EMPLOYEE BACKGROUND CHECK SIGNATURE PAGE

Please read carefully and sign.

All students will be subject to a background check upon hiring. Felony convictions of various kinds may bar a student from certain Work Study/LTE Worksites, including: Elementary/Childhood Education, Finance, Child Development centers, and any other worksites where a felony record can hinder employment. The LTE program reserves the right to refuse employment to any applicant with a felony background. Any applicant found to have failed to disclose all or part of a felony record may not be employed, and is subject to termination if failure is discovered after the applicant is employed.

An applicant who is a registered sex offender will not be employed with the LTE program.

By signing this page, you understand the above statement.

Student Signature

Date

Financial Aid Works Coordinator Signature

Date



Leadership-Through-Experience Employment Packet

ELIGIBILITY SIGNATURE PAGE

Changes in Eligibility to Work

The Financial Aid Works Coordinator may notify you to terminate or suspend employment due to changes in your financial aid eligibility. LTE students will work up to **20 hours per week** unless one of the following occurs:

- You have withdrawn from school for the semester.
- You have dropped a class(es) and are enrolled in less than 6 credits.
- You have received an additional financial aid award which meets financial need.
- You have been academically dismissed.
- You are not meeting the college's Satisfactory Academic Progress standards for financial aid eligibility (SAP).
- Your budget has decreased, resulting in decreased financial need which is met or exceeded by other awards and LTE earnings to date.
- Your Expected Family Contribution (EFC) has increased, resulting in decreased financial need which is met or exceeded by other awards and LTE earnings to date.
- You have earned the entire awarded amount (unmet need).

I have read and I understand the guidelines for the Leadership-through-Experience program.

Student Signature

Date

Financial Aid Works Coordinator Signature

Date