

# EL MONTE UNION HIGH SCHOOL DISTRICT

3537 Johnson Avenue El Monte, California 91731

(626) 444-9005 Fax (626) 443-0690

## Student Employee Check-off Sheet

**THIS PACKET MUST BE COMPLETE OR  
IT WILL BE RETURNED TO THE STUDENT'S  
SUPERVISOR AND THE STUDENT CANNOT WORK!**

### TO BE COMPLETED BY THE STUDENT

Student's LEGAL Name: \_\_\_\_\_ Student's Nick Name: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

### TO BE COMPLETED BY THE STUDENT'S SUPERVISOR

Work Site: Arroyo El Monte Mt. View Rosemead So. El Monte Valle Lindo District Office

Board Approval Date: \_\_\_\_\_ Earliest Date of Work Assignment: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### TO BE ATTACHED TO THIS FORM BY THE STUDENT AND CHECKED BY THE SUPERVISOR

- ① \_\_\_\_\_ COPY of Student's Work Permit (not required if student is 18 years old or older)  
Do NOT send the blue Request for Work Permit form to the Personnel Office.  
Send it to the Work Permit Office at the District Office.
- ② a \_\_\_\_\_ COPY of Student's Social Security Card  
or  
② b \_\_\_\_\_ Resident Aliens only: COPY of Social Security Card with unexpired Employment Authorization  
Card issued by the INS to work (INS form No. 1-688)
- ③ \_\_\_\_\_ Completed W-4 Form
- ④ \_\_\_\_\_ Completed I-9 Form
- ⑤ \_\_\_\_\_ COPY of I.D. Card with Picture (acceptable forms of identification include:  
1) state issued driver's license or ID card; or 2) School ID card with photograph)
- ⑥ \_\_\_\_\_ COPY of Resident Alien Card (if needed to establish eligibility)