Federal Work Student Request Form

Department: ____________________________________________________________

FWS Supervisor: _______________________________________________________

Phone #: ___________________________ Email: ____________________________

Day(s)/Time(s) Needed: ________________________________________________

FWS Job Title: _________________________________________________________

Duties: __________________________________________________________________
                                                                                   __________________________________________________________________
                                                                                   __________________________________________________________________

Skills required/preferred: ________________________________________________
                                                                                   __________________________________________________________________
                                                                                   __________________________________________________________________

• FWS supervisors are responsible for direct supervision and training of FWS student employees.
• Students may not begin working until ALL FWS forms are complete and turned in to appropriate offices.
• Federal regulations state that FWS students are not permitted to work during the time they are scheduled for classes.
• FWS supervisors are responsible to monitor each student’s time and duties.
• FWS students should not be given keys to the office.
• Pre-signing of a time sheet is prohibited as per federal regulations.
• Any payment of excess earnings is the responsibility of the department/office which permitted student to work: after FWS award was earned, prior to placement, and/or after termination.

FWS Supervisor Signature: _______________________________________________

Date: ________________________________