# CalWORKs

# MOORPARK COLLEGE CalWORKs WORK STUDY PROGRAM STEPS

**Our Moorpark College CalWORKs Program offers enrolled CalWORKs students an opportunity to obtain and/or improve employment skills that will be beneficial when they transition into the labor market. The income from the CalWORKs work-study program does not affect your cash aid from the Human Services Agency. For more information, please visit our webpage: [Moorpark College CalWORKs](#)**

**STEPS** to get you started:

1. **District Website:** District https://www.vcccd.edu go to the menu and click on Students
2. **Click** on Student Employment (Temporary Employment.)
3. **Click** on student work for Moorpark College application
4. **Click** on "Apply." There, you will create or use your school email, password/or your email address. **PLEASE PAY ATTENTION to password creation.**
5. **Activate your** Handshake account located on you "VCCCD Portal".

Once you have completed your application, you must save it onto your computer as a Word document or PDF. Please attach your app, along with a resume (if you have one), and email it to Dennis Harvey at dgharvey@vcccd.edu

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A. The supervisor/dean hiring will review your application and contact you for an interview. Once hired, you will be directed by the CW Project Placement Specialist to complete **additional documents.**
B. You will be contacted for an appointment to complete your **I-9** statement. You will provide a valid *I.D. or driver's license, Social Security number, and be scheduled for fingerprinting. (For newly hired, please allow 7-10 days.*
C. **All potential student workers must have proof of a vaccination record**
D. **Once cleared**, you will be notified when to start work.
E. All CW student workers must **maintain a 2.0 GPA and enroll in <u>no less</u> than 6 units** (exception for students in ACCESS with 3 units). Any change of status with enrollment and/or your county program must be reported to the MC CalWORKs Office. CalWORKs work-study program requires that students provide proof of cash aid (VOB) from the county for each semester, **and meet with their counselor.**