

Del Mar College
Federal Work Study Student Employment Form

Student's Name:	Colleague ID:	Date of Birth: (Month/Day/Year)
Employing Department:	Job Location:	Room Number:
Supervisor's Name:	Telephone Ext.:	Date Employment Begins: (Month/Day/Year)
Work Study Account Number:	Hourly Pay Rate:	Number of Hours Per Week:

Supervisor's Signature

Date

Del Mar College is an Equal Opportunity/Affirmative Action Institution



**STUDENT EMPLOYEE
STATEMENT OF CONFIDENTIALITY**

I understand that in my capacity as _____,
(Job Title)

I will have access to student and/or personnel records and Del Mar College information which may contain confidential information. I acknowledge that access to this information is necessary for me to preform my job duties for the College. I understand that I must:

- 1) Not disclose any student, personnel, or College information to anyone who does not have a specific need related to the College.
- 2) Not remove from the College or make copies of any student, personnel, or DMC records unless done in the performance of my job.
- 3) Not send or forward by email or other electronic means any student, personnel, or College information unless done in the performance of my job.
- 4) Not allow anyone who does not have Del Mar College related need access to any student, personnel, or College records.

I also agree that this standard of confidentiality will continue to apply after my employment with Del Mar College has ended.

If I have any questions regarding whether I should release information learned in connection with my job or found in student and/or personnel records, I will consult my direct supervisor for permission to release the information *before* releasing such information. I am to assume that any information I have access to because my employment is confidential and will treat it as such unless specifically informed otherwise.

I understand that if I violate these standards of confidentiality or this Statement of Confidentiality, I may be subject to immediate dismissal from my position, and may violate certain applicable federal and state laws for which I may have personal responsibility/liability.

Del Mar College reserves the right to require a student to withdraw from the College for cause at any time. The following disciplinary action may be imposed by the College: Suspension from the College for a definite period of time or expulsion from the College.

Student Employee (PRINT NAME)/ Student ID

Department

Student Employee Signature

Date

Supervisor Signature

Date