



SAHUARITA UNIFIED SCHOOL DISTRICT

Thursday, March 31, 2022

Dear Student,

Thank you for your interest in applying for the Summer Work Program at the Country Fair White Elephant, Inc. of Green Valley!

This summer work program, sponsored by the Country Fair White Elephant of Green Valley (CFWE), allows Sahuarita Unified School District students the opportunity to experience the full gambit of applying and interviewing for employment. Each applicant **must** meet **ALL** of the following criteria:

- Students **must be available** for the **entire duration** of the program, which runs from June 6, 2022, through July 30, 2022;
- Students must be 14 years or older;
- Students must be fully vaccinated;
- Students must have their own transportation to and from work;
- Students must be available to work 3 days per week;
- Students must be flexible to work any shift;
- Students must be eligible to legally work in the United States.

Please note: The Country Fair White Elephant has made the decision to NOT ACCEPT any application from an applicant that is not available to work the ENTIRE timeframe of June 6, 2022 to July 30, 2022.

Interviews for open positions will be held after school towards the end of April in the conference room at the District Administration Office. If you are selected for an interview, you will receive follow up communication in regards to a specific interview date.

If this opportunity is one that you feel you'd be interested in, please complete the attached application packet, and submit it to my attention at the District Administration Office no later than **4:00 PM** on **Friday, April 15, 2022**.

If you have any questions regarding this process, please feel free to contact me at 625-3502, extension 1058.

Sincerely,

Stephanie Allred
Administrative Assistant for Administrative Services
Sahuarita Unified School District

Enclosures (3):
CFWE Student Work Program Application
CFWE Student Work Program Requirements Agreement
2022 W-4 Tax Form



COUNTRY FAIR WHITE ELEPHANT

2022 STUDENT WORK PROGRAM REQUIREMENTS AGREEMENT

I, _____ UNDERSTAND THAT IF I AM SELECTED, I AM PARTICIPATING IN THE COUNTRY FAIR WHITE ELEPHANT STUDENT WORK PROGRAM FOR THE PERIOD June 6, 2022 THROUGH July 30, 2022. I UNDERSTAND THAT I MUST BE AT LEAST 14 YEARS OF AGE AND FULLY VACCINATED FOR COVID-19 TO APPLY FOR THIS WORK PROGRAM.

I AGREE TO:

- A. BE ON TIME EACH DAY AND BE AVAILABLE FOR THE ENTIRE SCHEDULED PROGRAM WORK DAYS
- B. FOLLOW ALL RULES AND REGULATIONS OUTLINED IN THE STUDENT HANDBOOK
- C. CONTACT THE OFFICE IMMEDIATELY IF I CANNOT BE AT WORK DUE TO ILLNESS
- D. REPORT ANY INJURY I MAY SUFFER TO THE GENERAL MANAGER IMMEDIATELY.

FOR WORK PERFORMED DURING THE WORK PROGRAM PERIOD, I WILL BE PAID A STIPEND OF \$10.00 per hour. PAYCHECKS WILL BE DISTRIBUTED ONCE AT THE END OF MY JUNE WORK SCHEDULE, AND AGAIN AT THE END OF MY JULY WORK SCHEDULE.

I HEREBY AGREE TO THE TERMS STATED ABOVE.

STUDENT SIGNATURE

DATE: _____

PARENT SIGNATURE

DATE: _____

COUNTRY FAIR WHITE ELEPHANT

P.O. Box 970 – Green Valley, Arizona 85622

Phone: (520) 625-4119 Fax: (520) 625-9206

2022 STUDENT WORK PROGRAM APPLICATION



Date: _____ Phone: _____

Name: _____

Address: _____

City _____ State _____ Zip _____

Birthdate: _____

PLEASE LIST TWO REFERENCES

1. _____ Phone _____

2. _____ Phone _____

Emergency contact in this area: _____ Phone _____

Bilingual(Please circle) English Spanish Other _____

Do you have any physical problems that could prevent your working in all phases of work, i.e., lifting, standing, bending? Briefly describe any such problems.

All applicants must be fully vaccinated for COVID-19 to apply for this work program.

All positions will work the 8am to 12noon shift. Work days will be M-W-F or T-TH-S. Students who are selected for the program will be notified which days they will work and must be available for either work day shift.

You will be expected to be available for your work shift for the entire length of the program. The program schedule is from Monday, June 6, 2022 through Saturday, July 30, 2022. **IF YOU ARE NOT AVAILABLE FOR ALL DATES DURING THE WORK PROGRAM, DO NOT SUBMIT YOUR APPLICATION.**

If you are accepted into the Student Work Program at the Country Fair White Elephant, your duties will be diversified and directed by the Manager of the Day (MOD).

By signing this document I acknowledge my understanding of all the above statements and to the best of my knowledge, I have answered all questions correctly. My parent's signature indicates that I have my parent's permission to work at the Country Fair White Elephant if I am selected for the program.

Student Signature

Parent/Guardian signature if less than 18 years old

Employee's Withholding Certificate

2022

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . ▶

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period . . .	4(c)	\$

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ ▶ _____
Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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