

Student Employment Hiring Process MUST Complete All 4 Steps

Once offered a position the following MUST be done before working any hours:

A Student Employment Packet can be accessed at www.nwc.edu/Jobs-REVIRU
Student Ws.

STUDENT WORK ASSIGNMENT AND PAYROLL AUTHORIZATION

MUST BE SIGNED BY ALL PARTIES BEFORE STUDENT CAN BEGIN WORK.

STUDENT INFORMATION

NAME _____ STUDENT ID # _____ NUMBER OF CREDITS ENROLLED _____

INSTRUCTIONS / CONDITIONS OF STUDENT EMPLOYMENT:

1. I understand that I must complete an application, I-9 and a W-4 form and supply the necessary documents to support the I-9 to the Human Resources Office (ORB 106) before I am eligible to work as a student employee.
2. If I am ill or unable to work due to extenuating circumstances, I must call my Supervisor within one hour of the normal starting time for work and inform the Supervisor of the nature of the absence. I acknowledge that repeated tardiness and/or absences may result in termination.
- 3.

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Student Employment/Hire Application Form Part II

Please complete form and submit to HR in ORB 106.

FirstName:	Middle Name:	LastName:
Address:	City:	State & Zip:
PhoneNumber:	AlternatePhoneNumber:	EmailAddress:

Are you legally authorized to work in the United States?

Yes No

Agreement

The filing of an application is the preliminary step to employment and does not imply that the applicant is bound to accept employment or that the employment will be offered. Employment practices of the College are based on a policy of securing at any given time for any given position employees with the best training, experience, and judged ability for the position and salary as advertised. All College hiring is consistent with College policy and subject to available funding.

Having made application with Northwest College, hereby authorized the release of information directly to said institution and/or its representatives(s) to release and hold harmless present and past employers, references, and all persons and institutions whomsoever from any charge because of furnishing information.

I hereby certify that all information and statements provided by me on this application or related to this application are true and complete to the best of my knowledge. I have withheld nothing that would, if disclosed, affect this application unfavorably. I am aware that should any investigation at any time disclose any misrepresentation or falsification, my application may be rejected or I may be dismissed from Northwest College if already employed.

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BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant Signature

Date

Student Employment Statement

Student employment is defined as students hired in positions throughout the campus to be of assistance to designated area of employment for a total of not more than 20 hours per week. To be eligible for student employment, student must be taking a minimum of 6 credit hours per semester from Northwest College. Students who are hired must complete all paperwork (Student Employment/Hire Form, Student Work Assignment and Payroll Authorization, FERPA form, W-4, I-9, and IDs and returned to OR ~~BEFORE~~ starting employment. Student employment is on a semester by semester basis and can be discontinued at any time for any reason. If hired, I agree to abide by Northwest College student employment policies.

By signing below, I acknowledge that I have read and understand the above paragraph.