



## Student Employment Hiring Process *MUST Complete All 4 Steps*

HUMAN RESOURCES -ORB 106

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

A Student Employment Packet can be accessed at [NWC.EDU-Jobs-Jobs for Students](http://NWC.EDU-Jobs-Jobs for Students).

1. Complete the 'Authorization & FERPA Form'. This needs both Supervisor & Student signatures.
2. Bring Student Employment Packet to the Human Resources Office ORB 106:

**Returning Students/Students with more than one job**

- Authorization & FERPA-signed by supervisor
- Part II Employment Application

**New Student Employee**

- Authorization & FERPA-signed by supervisor
- Part II Employment Application
- W-4
- I-9 and IDs as outlined on I-9 form

3. While in HR, new student employees will need to produce appropriate ID's as required for I-9 compliance. To meet these requirements, HR must see **original** documents as listed on the back of the I-9
4. **IMPORTANT** - Must have HR/Payroll Release to Work form or email – from the HR/Payroll personnel before working any hours.

Questions - Contact Tracy Gasaway 754-6107 or Marsha Wilson 754-6402



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. As a student employee, I am expected to perform the specific assignments given me by a Supervisor. If I fail to carry out assignments as directed or do not work, I will be subject to termination of student employment.
4. I understand I must be enrolled in at least six (6) credit hours (two (2) for summer semester) at NWC for the semester(s) I am employed. If I drop below the required enrollment level of six (6) credit hours (two (2) for summer semester), I will be terminated from student employment.
5. In accepting this work assignment, I hereby certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with this assignment.
6. I will report any convictions of any criminal drug statutes occurring in the workplace to the NWC Financial Aid Office no later than five (5) days after such conviction.
7. I agree to abide by the "Student Employee & General College Employee Policies" during my employment at Northwest College as found on the Student Portal.
8. I understand that student employment is temporary and not guaranteed from one semester to the next.

Student Certification: I have read and understand the above rules regarding my employment. I also agree that I will report only those hours I work each pay period and understand a violation of the rules mentioned above may result in the termination of my employment and my dismissal from Northwest College. I understand that I may work up to a maximum of 20 hours per week. I understand the Northwest College regulations governing student employment and that this offer is conditional upon my satisfactory performance of the job. I understand that I must be enrolled in a minimum of six (6) credit hours (two (2) for summer semester) during the semester in which I work.

Student Requests copy:

Y / N

Student's Signature

Date

JOB DESCRIPTION

(MUST BE COMPLETED by Supervisor)

POSITION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PLEASE PROVIDE THE NUMBER OF HOURS THIS STUDENT WILL WORK \_\_\_\_\_ PER WEEK.

\_\_\_\_\_ Fall Term \_\_\_\_\_ Spring Term \_\_\_\_\_ Summer Term

DUTIES (Describe duties clearly and completely, this may affect allocation of hours in the future.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Certification: This is to certify that the above named student will be employed by our Department and that work performed will be in compliance with Northwest College student employment regulations.

Supervisor's Signature

Date

Supervisor's Name (please print)

FEDERAL WORK-STUDY \_\_\_\_\_ INSTITUTIONAL EMPLOYMENT \_\_\_\_\_ ACCOUNT # \_\_\_\_\_



## **Student Employee Statement of Understanding the Family Education Rights and Privacy Act of 1974 (FERPA)**

I, \_\_\_\_\_, understand that by virtue of my employment with the \_\_\_\_\_ at Northwest College, I may have access to records which contain private and individually identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act (FERPA) of 1974. I fully understand the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Northwest College's privacy policy and constitutes just cause for disciplinary action including immediate termination of my employment whether or not criminal or civil penalties are imposed.

\_\_\_\_\_  
Signature of Student Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**Please return this form to the Human Resources Office (ORB 106)**



## Summer Student Employment/Hire Application Form Part II

**Please complete form and submit to HR in ORB 106.**

First Name:	Middle Name:	Last Name:
Address:	City:	State & Zip:
Phone Number:	Alternate Phone Number:	Email Address:
Are you legally authorized to work in the United States? ( <b>International students:</b> please skip this question and answer the question in the box below.)  <p style="text-align: center;">YES/NO</p>	Have you ever been employed by NWC?  <p style="text-align: center;">YES/NO</p> If <b>YES</b> , list position title and dates of employment:	Do you have any relatives who are currently employed by NWC?  <p style="text-align: center;">YES/NO</p> If <b>YES</b> , indicate names and relationships:
Type of Visa (Please Circle one): F1 J1 Other _____		

Are you 18 years or older?    YES/NO
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Are you able to perform the essential functions of the job with or without reasonable accommodation? (see job description) YES/NO
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Have you ever been convicted of any law violations? Include any plea of "guilty" or "no contest". Exclude minor traffic violations unless position requires a drivers license.  <p style="text-align: center;">YES/NO</p> (A conviction will not necessarily disqualify an applicant for employment but may require a criminal history background check.)	If yes, please describe the dates, nature, and circumstances of the crime:
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## Agreement

The filing of an application is the preliminary step to employment and does not imply that the applicant is bound to accept employment nor 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 adjudged 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, I hereby authorized the release of information directly to said institution and/or its representatives(s). I 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.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a criminal background check. If the position for which I am applying requires driving, an offer of employment may also be conditioned upon my possessing a valid driver's license and an acceptable driving record.

If hired, you will be required to furnish proof of your eligibility to work in the U.S. This application will remain active for a limited period of time. Please contact HR for information. Northwest College is an Equal Opportunity Institution and an Equal Opportunity Employer (EOI/EOE). Sexual Misconduct reports, which may be made by any person at any time, shall be provided to: Laura L. Gwinn, Interim Title IX Coordinator; Northwest College, Orendorff Building, 231 West 6th Street, Bldg. 1, Powell, WY 82435. (307)754-6159 Email: Title9@nwc.edu. I BY SIGNING BELOW, I certify that I have read and agree with these statements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Summer Student Employment Statement

Summer 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 40 hours per week.

Summer student employment positions are filled based upon the following priorities:

- Highest priority for hiring: Students who are enrolled in at least 2 credit hours during the summer semester.
- Second priority for hiring: Students who are pre-registered to attend at least half-time (6 credit hours) during the upcoming fall semester.
- Third priority for hiring: Incoming freshmen students who have been accepted for admission and are pre-registered at least half-time (6 credit hours) during the upcoming fall semester

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 ORB 106) **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 paragraphs.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date