

2007-2008 Employment Clearance Form Westminster College

Student Name: John Doe

Student SSN: 123-45-6789

Positions: 1
(1 position averages 5.5 hours/week)
based on \$6.50/hour for 28 weeks

The above student is cleared for employment once this form is signed by a representative of the Financial Aid Office, Business Office and the Department Supervisor. **Please note the student is only eligible to be employed in 1 department(s) on campus.** Exception to this policy must be appealed to the Director of Financial Aid. This clearance for payroll does not guarantee the student employment or that the annual employment amount will be earned.

1. Students complete employment history and job skills before applying for a job on campus.

Employment History (on and off campus)

McDonalds

Job Skills

Cashier

| 2. | Department Name | Supervisor Signature | Position | Date | Hourly Rate <small>(To be completed by the Financial Aid Office)</small> | WS or CE <small>(To be completed by the Financial Aid Office)</small> |
|-----------|------------------------|-----------------------------|-----------------|-------------|--|---|
| 1 | Financial Aid Office | <i>Teresa White</i> | Clerical | 8/20/07 | | |
| 2 | | | | | | |

Hourly Rates: \$6.50 (1st year employed on campus), \$6.60 (2nd year employed on campus), \$6.70 (3rd & 4th year employed on campus)

3. Business Office Representative Carolyn Vaughn 8/20/07
signature date
 Completed I-9: / N Completed W-4: / N
 Award: College Employment or Work Study Annual Amount: \$1000
Circle one

4. Student Worker Statement of Understanding of the Family Educational Rights and Privacy Act

I understand that by the virtue of my employment with the office at Westminster College listed above I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that 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 violated the Westminster College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

John Doe
student's signature

8/20/07
date

5. Please return the *original* to the **Financial Aid Office** after all representatives have signed. *You will then receive a copy to return to your supervisor(s) so that they know you are approved to work in their department.* **DO NOT START WORKING UNTIL ALL APPROVALS HAVE BEEN RECEIVED AND YOUR SUPERVISOR HAS THEIR COPY.**