

GEORGIA SOUTHWESTERN STATE UNIVERSITY  
**SUPERVISOR'S APPROVAL FOR WORK-AID**

*This section is to be completed by the **Student** and signed by the Supervisor when employed in a Work-Aid position.*

Name \_\_\_\_\_ GSW ID # \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Local Address: \_\_\_\_\_

Are You On Work Study? \_\_\_\_\_ Local Telephone Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Are you taking classes this semester? \_\_\_\_\_ If so, how many hours? \_\_\_\_\_

Signature Of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*\* Students: Upon hiring, please report to the Human Resources Office immediately to complete tax and I-9 forms. U.S. Citizens should bring appropriate forms of identification to establish identity and employment eligibility, see page 3 for a list of acceptable documents. International students should contact the Human Resources Office for information on proper work documentation.**

**NOTE: \*\*\* Paychecks cannot be processed until these forms are completed.**

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**SUPERVISOR'S APPROVAL** - *This section is to be completed by the School/Department Chair or the Director employing the student.*

Position applying for: \_\_\_\_\_ Start Date: \_\_\_\_\_

Term Of Employment:      Fall Semester, 200      Spring Semester, 200  
   Summer Semester, 200

Job Description: See pg. 2 for Student Job Description template.

Authorized Budget Number: \_\_\_\_\_ Rate of pay: **\$7.25 Per Hour**  
(Minimum Wage)

If the rate of pay is other than minimum wage, secure approval for the rate from the Comptroller (Ext. 2066) in Accounting Services and list the rate:    \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorizing School/Dir.      Department      Date**

\*\* Note:      Control of budgeted student employment funds will reside with the Department Head through assignment of work schedules and approval of time reports.



## Student Employment Job Description

Name:

Job Title:

Position Type:

Department:

Supervisor:

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### **General Job Description:**

### **Specific Duties:**

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### **Qualifications:**

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- Promptness, dependability/reliability a must.
- Attention to detail.
- Excellent communication skills.
- Excellent customer service skills.

## LISTS OF ACCEPTABLE DOCUMENTS

### LIST A

**Documents that Establish Both  
Identity and Employment  
Eligibility**

### LIST B

**Documents that Establish  
Identity**

### LIST C

**Documents that Establish  
Employment Eligibility**

OR

AND

1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**