

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: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Are you taking classes this semester? \_\_\_\_\_ If so, how many hours?  
Are you currently employed at GSW? \_\_\_\_\_ If so, what Department?  
Have you ever been employed at GSW? \_\_\_\_\_ If so, when?

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

\*\*\*\*\* Students: Upon hiring, you must report to the Human Resources Office immediately to complete necessary forms and training. U.S. Citizens should bring appropriate forms of identification to establish identity and employment eligibility (see page 3 for 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 Supervisor employing the student.*

\*\* Note: Make sure to fill in all information. Incomplete forms will result in delayed processing.

Position applying for: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of Employment      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

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

Authorized Budget:

Fund    Department    Program    Class    Grant

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: \$ \_\_\_\_\_

**Time Approver Name** (if different than Dept. Head/Director): \_\_\_\_\_

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**Signature of Authorized Dept Head/Dir.**

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**Department**

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**Date**



## 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**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
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 (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<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).**

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**