



Student Employment Non-Work Study Employment Authorization

Showalter Hall 300
Phone: (509)-359-2525
Fax: (509)-359-6262
E-mail: stuemploy@ewu.edu

TO BE COMPLETED BY EMPLOYEE:

Student ID:	Name: Last	First	Middle Initial
Permanent Street Address:	City	State	Zip
Mailing Street Address:	City	State	Zip
Local Phone:	EWU E-mail Address:		

I meet one of the student employment eligibility requirements below. Check the box that applies:

- Full time student enrolled for 10 or more credits
- Part time *Undergraduate* student (enrolled in 6 or more credits) or *Graduate* student (enrolled in 4 or more credits)

Are you a minor (under 18?)

- No Yes—*Employment of minors requires the Minor Work Authorization Form.*

Have you previously worked for EWU as a student or non-student? If yes, when? _____

Do you have a relative working at EWU?

- No Yes—*Relationship, Name, and Place of Work* _____

I understand:

- Prior to beginning employment, I must upload my MMR immunizations or obtain a religious or medical exemption.
- I have been hired as a temporary employee to perform work which does not exceed a maximum of 516 hours in any six consecutive months (this averages 19-hours per week), exclusive of hours worked on academic breaks.
- As a temporary, at-will, part-time employee, my employment can be terminated with or without cause, at any time.
- It is my responsibility to notify my supervisor if I am or if I start working more than one on-campus job.
- If I drop below the minimum credit requirements (6 credits as an Undergraduate or 4 credits as a Graduate), I am no longer eligible for student employment and must notify my supervisor.
- If I need a reasonable accommodation to perform my job, I must contact Human Resources and submit a request.
- Eligibility for unemployment is determined by the Employment Security Department. Student employee wages and hours are not reported.
- Once I have finished my degree, I am no longer eligible to work as a student employee.

Signature of Applicant: _____ Date: _____

TO BE COMPLETED BY DEPARTMENT:

<i>Attention Departments: Retain a copy of this completed form prior to submitting to Student Employment</i>				
<i>Departments are required to post all job descriptions on Handshake, and conduct a health and safety orientation with the employee before the student engages in tasks that may pose a potential hazard. Student Employee positions are considered temporary positions and are subject to WAC 357-04-040, 415-108-520, 182-12-111, and the EWU Temporary Employment Policy.</i>				
Department Name:	Dept. Org:	Handshake Job ID #:	Begin Date:	End Date:
Job Title (attach job description):			Index/Budget:	Hourly Rate:

Will this position, during the course of employment, be involved in:

Unsupervised access to developmentally disabled or vulnerable adults or children under the age of 16 years? Yes No

The receipt of, or accountability for, university funds or other items of value? Yes No

Supervisor/Employing Official (Print Name): _____ Signature: _____

Date: _____ Phone: _____ Mail Stop: _____

Timesheet Approver, if different than Supervisor (Print Name): _____

Background check received (date)		Supervisor E-mailed (date)		
SEO Signature	Date	Posn	Term	Credits