

Student Employment Job Offer Form

Date: _____

Dear: _____
Student Name (First Name MI Last Name)
UWD ID Number

On behalf of the University of West Georgia, I am pleased to notify you that you have been offered a position as a Student Assistant. The details of your job assignment are indicated below:

Student Assistant Title: _____ FWS Position _____ Non-FWS Position _____

Hourly Rate of Pay: _____ Hiring Department: _____
 (or total pay amount for approved non-hourly job)

Supervisor: _____
Printed Name (First Name Last Name)
9- Supervisor's Campus Ext

Tentative First Date of Employment: _____
 (Please allow international students a minimum of 10 business days to complete additional paperwork with International Services and Programs).

A specific outline of your duties and responsibilities, if not already given to you, is available from your immediate supervisor. As a student assistant of the University of West Georgia, you are expected to comply with all federal and state laws, and all University policies as outlined in the Student Employment Procedural Guidebook.

My signature indicates that I accept this job offer: _____
Student Signature
Date

NEXT STEPS BEFORE YOU CAN BEGIN WORK

- 1) If you are an international student you must take this form to International Services and Programs. If you are not an international student you may skip to Step 2.
- 2) Bring the following to Human Resources
 - a. Completed Student Employment Job Offer Form (this form)
 - b. Acceptable forms of I.D., which may include a driver's license and social security card or birth certificate (or certified copy). See complete list of acceptable identification to complete the Federal Form I-9 at <http://www.uscis.gov/i-9-central/acceptable-documents>
 - c. Bank account information (routing and account numbers) to establish direct deposit for your paycheck (this can be a check that you write VOID across of or something from your Bank)
- 3) Obtain Work Authorization Form from Human Resources after completion of all paperwork. Return completed Work Authorization form to your supervisor. The completed form is proof that you are eligible to begin work.

Again, congratulations on your appointment and best wishes for continued success at the University of West Georgia!

 Supervisor's Signature Supervisor's Title

***Hiring Department should make a copy of the completed form and provide the student with the original.**