



UNIVERSITY OF LA VERNE

OFFICE OF STUDENT EMPLOYMENT

Job Offer Form

Student Name: _____ Student Id Number: _____

Position Type:

☐ Federal Work Study ☐ Student Employment ☐ International Student Employment

New Hire Documents Required for Employment:

Only complete and submit documents below if you have never worked on-campus before.

- ☐ Employment Application
- ☐ I-9 Form with Acceptable Documents
- ☐ W-4
- ☐ DE-4
- ☐ Worker Compensation HR Memo
- ☐ Worker Compensation MPN

Rehire:

- ☐ I have worked on-campus in the past and do not believe additional paperwork is needed.

I acknowledge that I have been offered and have accepted a position in the below mentioned department. I understand that this form does not grant me the approval to begin my employment. I will only begin working once my supervisor has notified me that they have received an officially hired email from the Office of Student Employment.

Student Signature _____

Supervisor Section Only:

Department of Hire: Learning Enhancement Center

Supervisor Name: Matt Nelson

Supervisor Signature: 

Anticipated Start Date: _____

Hiring Form Submitted: ☒ YES ☐ NO