



Office of Financial Aid
Office of Civic and Community Engagement

Federal Work Study – Community Service
2013-2014 Off-Campus Authorization to Hire

- New student employees must complete the hiring process by turning in this form with Part I completed by the off-campus employer, along with required University of La Verne Student Employment Application, the Federal I-9 form, the Federal W-4 form, and the State DE-4 form to be eligible for hire.
- Returning FWS student employees: Employers can fax or email form to Office of Student Employment
- The student can begin work (on/after the start date below) only once the Office of Financial Aid has acknowledged official hire to site supervisor and OCCE via email

Part I: Completed by the Off-Campus Employer

Name of Student: _____ Student id #: _____

Date student will begin work: _____ Job Title: _____

The above-named student is approved to work for:

Supervisor: _____

Agency: _____

Email address: _____

Telephone: _____

Site Supervisor Signature

Date

Student worker signature

Date

I certify that I have accepted the off campus position offered to me by the above-mentioned agency.

Part II: Completed by Office of Student Employment

Pay rate: \$_____ per hour FWS Award Amount: \$_____ Job category _____

This student has been cleared by the Office of Financial Aid to begin to work at the off-campus agency on/after the date specified above.

Office of Student Employment Signature

Date

OCCE Office Use Only

Work Study Award verified

Hiring paperwork complete