



2007-08 Student Employment Application

Name: _____ Datatel id # _____

Department: _____ Employment Begin Date: August, 2007

Supervisor: _____ Rate of Pay: \$5.15/hour

Ave. # of Hrs per Week: see supervisor

I accept this offer of employment for the 2007-08 school year. I understand that my eligibility to work is determined by the Financial Aid Office. I must make satisfactory academic progress and be enrolled at least halftime in order to be employed. I understand that I will be notified by the College, via a financial aid award notification, of my eligibility for Doane College student employment. Until the Financial Aid Award Notification has been received with employment as an option, my Doane College employment is not final. I have read and understand the employment policies and procedures as presented in the Doane Tiger Tales and Student Employment Handbook.

Student: _____ Date: _____

I intend to hire/rehire the above student as an employee for the 2007-08 school year. I understand that completion of this form does not guarantee the student's eligibility for Doane College student employment. The Financial Aid Office makes the final determination of the student's eligibility for work. I understand the student may qualify for either Federal Work Study or Campus Employment. I understand that, as a supervisor, I am responsible for monitoring my employee budget and adjusting work hours accordingly. I further understand that as the supervisor, I am required to verify the student's hours worked on the monthly time card. I have read and understand the employment policies and procedures as presented in the Doane Tiger Tales, Supervisor Employment Manual and Student Employment Handbook.

Supervisor: _____ Date: _____

FA Office use only:	Program: FWS CE (circle one)
	Maximum Award: \$ _____
	Award code _____