



DOANE UNIVERSITY

2022 Summer Employment Work Certification

Name _____ Student ID # _____

Department: _____

Supervisor: _____

Employment Start Date: _____

Rate of Pay:

\$ _____ Hourly
(Must be Minimum \$9.00)

Request On-Campus Housing: Y or N

International or Residential Student: _____

Ave. # of Hrs per Week: see supervisor (not to exceed 40 hours per week)

I accept this offer of employment for Summer 2022. I understand that my eligibility to work is determined by the Human Resources Office. I must complete all required new hire paperwork & receive E-Verify approval in order to be employed. Until I have submitted the required paperwork to the Payroll office, my Doane University employment is not final. I have read and understand the employment policies and procedures as presented in the Student Employment Handbook found online.

STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

I understand that by the virtue of my employment with Doane University, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Doane University's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student: _____ Date: _____

Supervisor Attestation:

I intend to hire/rehire the above student as an employee for Summer 2022. The Human Resources Office makes the final determination of the student's eligibility for Summer 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 time keeping system. Furthermore, I understand if a student has multiple student employment positions this could impact the number of hours the student is able to work. I have read and understand the employment policies and procedures as presented in the Student Employment Handbook found online.

Supervisor: _____ Date: _____

HR Office Use Only:

_____ I-9

_____ W-4