



STATE WORK STUDY
STUDENT EMPLOYMENT STATUS FORM

This document provides verification to Seattle University that the student named below has been hired under the terms of the off-campus Washington State Work Study (SWS) program and indicates agreement to adhere to the terms of the program contract.

WHEN YOU HIRE THE STUDENT

- 1. Complete the top section of this form.
2. Mail or scan this form and email it to studentemployment@seattleu.edu or our direct address.
3. Make and keep a copy of the form to be used when the student's employment status change occurs.

Student Name Student Major Student Social Security #
Employing Organization Department Federal ID Number
SWS Position Title & Number (Must match SWS Job Description) Pay Range SWS Employment Start Date
Time Sheet Contact Person (Print clearly) Contact's Telephone Number
Supervisor's Name (Print clearly) Supervisor's Telephone Number
Supervisor's Signature Date

WHEN THE STUDENT'S EMPLOYMENT STATUS CHANGES

- 1. When a change in the student's employment status occurs, complete this portion of the form, indicating the type of change in the appropriate space below.
2. Send the completed form to the Office of Student Financial Services, keeping a copy for your files.

[] Transfer. Give new Job Title and Pay Rate:
[] Terminated. Give explanation:
[] Other. Give explanation:

Do you want us to advertise this position? [] Yes [] No

Supervisor's Signature Date Effective Date of Change