

STUDENT WORK CONTRACT 2011-2012

Name <i>(as it appears on Social Security card)</i>	Social Security Number
OBU ID#	FR ___ SO ___ JR ___ SR ___
Campus Address	Telephone number
Permanent Address: Street	City State Zip Code
Currently enrolled in how many credit hours? _____ International Student? Yes ___ No ___	
Are you related to anyone in the department in which you are applying? ___ Yes ___ No	
If "Yes", to whom are you related? _____ Relationship? _____	

WORK AGREEMENT

I hereby accept employment from Oklahoma Baptist University with the understanding that the scheduling of my employment will be at the discretion of the Department and that I will be available for assignment during holiday periods, final examination week, and enrollment periods, if required. I will treat as confidential all matters communicated to me in the performance of my duties, dress appropriately and safely for the position I will fill, and fulfill my duties to the best of my ability.

<u>Department (Org#)</u>	<u>Position Title and Alpha/Numeric Position #</u>	<u>Supervisor</u>	<u>Rate p/hr</u>

I understand that I

1. cannot be appointed to a position supervised by a family member without written permission of the Director of Human Resources.
2. must complete forms W-4 and I-9 and any additional documents with HR before starting work
3. am limited to 20 hours of campus work per week and
4. must maintain at least 6 hours enrollment during spring and fall term to preserve my student worker status.

Signed _____ Date _____

Human Resource Department			
The Human Resources Department has received forms W-4 and I-9 and the student may begin work.			
Signed	Date		
Student Financial Services			
WS Eligible	Yes	No	Verified by (initial)
<i>If <u>Yes</u>, complete the following:</i>			
Position		Suffix	Entered by (initial):
Position		Suffix	Entered by (initial):
Position		Suffix	Entered by (initial):