



Student Employment Contract

Date Submitted _____

This form, which serves as the work contract for Joliet Junior College student employees, is to be completed and submitted to the Financial Aid Office.

Instructions: Print and fill out this contract, the I-9 form with identification copies, the FERPA form, and W-4 forms to the Financial Aid Office where the information in the Work Authorization box will be completed. You may view the completed contract in Singularity. **Supervisors may not authorize students to begin work until this contract has been processed.**

Student Employee _____ ID # _____
(Last Name) (First Name)

Department _____ Account Number _____

Supervisor _____ Room No. _____ Extension _____

Student Job Title _____

Job Responsibilities:

Number of Hours Per Week Required _____ Request Beginning Date _____

Semester: Fall _____ Spring _____ Summer _____ Fiscal Year _____

Please circle one: Has student applied for Federal Financial Aid? Yes No
Has student been previously employed by JJC? Yes No
Is student related to anyone in the hiring department? Yes No

Student Signature _____

Department Head Signature _____

NOTE: Students may NOT work during scheduled class hours and may NOT exceed the authorized maximum earning figure.

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WORK AUTHORIZATION
(To Be Completed by the Financial Aid Office)

The above student is eligible for: Code _____

College Work Study _____ Joliet Junior College Work Scholarship _____

Starting Date _____ Expiration Date _____

Hourly Pay Rate \$ _____ Maximum Number of Work Hours Per Week _____

Authorized Maximum Earnings for Year \$ _____

Financial Aid _____ Tier _____

Note: Student Employment Check disbursement will be in conjunction with JJC Employment Payroll.