

STEPS TO STUDENT EMPLOYMENT

1



SEARCH JOB DATABASE

2



APPLY ONLINE

3



WAIT FOR EMAIL NOTIFICATION

In 2- 3 DAYS Check your email for

- a. Job Assignment
- b. Location
- c. Contact Information

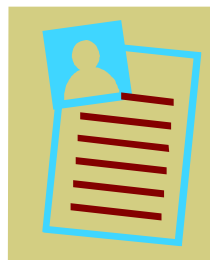
4



SIGN CONTRACT

- with supervisor of job you were assigned

5



TURN IN PAPERWORK

- a. signed I-9 Employment Eligibility Form(can be found online)
 - b. photo I.D.
 - c. Social Security Card
- Or
- Birth Certificate

NO STUDENTS WILL BE PAID FOR WORK DONE BEFORE CONTRACTS SIGNED. NO EXCEPTIONS!