

**Dakota Wesleyan University Work-Study Program  
Job Contract**

<b>Name:</b> _____	<b>Position Title:</b> _____
<b>ID Number:</b> _____	<b>Department:</b> _____
<b>Authorized Award:</b> _____	<b>Pay Rate:</b> _____

**STUDENT WORKER:** This contract obligates you to perform a particular job during hours arranged by you and your work-study supervisor. Payment for this employment will be through the Federal College Work Study Program/Dakota Wesleyan University Work Program. You are responsible for determining an appropriate schedule with your supervisor and fulfilling the Duties, Activities, and Expectations pertinent to your work-study position and as outlined in your selected Job Description. It is **your** responsibility to keep an accurate time sheet and turn in your signed time sheet to the Business Office at the end of each month. Late time sheets *will not be processed* for payment until the following month.

It is **your** responsibility to ensure that these four documents are on file with the Work-Study Coordinator *before you may begin working*:

- \_\_\_ A copy of this contract, signed by you and your supervisor
- \_\_\_ A signed confidentiality agreement
- \_\_\_ A completed W-4 Income Tax Withholding Form
- \_\_\_ A Completed I-9 Immigration Form

**SUPERVISOR:** By signing this contract, you agree to hire this student to work under your supervision for the current academic year. You are responsible for determining an appropriate schedule with your employee and providing the knowledge and skills outlined in the Job Description for this position. In addition, you agree to abide by appropriate standards of supervision. It is also your responsibility to review and sign the employee's time sheet at the end of the month.

**STUDENT CERTIFICATION:**

I hereby certify that I have read this form in its entirety and understand my obligation under the Federal College Work Study/Dakota Wesleyan University Work Program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**EMPLOYER CERTIFICATION:**

This is to certify that the above student has been accepted for work assignment with our Department/Agency and that work performed will comply with Work Program regulations and standards.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date