

How to Find Student Employment at George Fox

First, log in to MyGFU.georgefox.edu. Call the IT service desk at 503-554-2569 if you don't have a login or you're having trouble.

- Select the **Career Services** tab in the box on the left (*Enterprise Menu*).
- Select **BruinCareers**
 - For new users, you will need to create a new account.
 - Select "Click Here to Register!"
 - Fill out all areas with a red asterisk. You can still edit your profile information after you have created an account.
- Once you have created an account, you can search for jobs!
- Select the **Job Search** tab on the top
- Select position type "On-Campus Student Employment" and submit

Here you can view all the current openings for student employment at George Fox University, including work-study positions with off-campus community employers. Follow the instructions for contacting supervisors, submitting your application, and interviewing for jobs (found in the job description under *Application Instructions*).

Before you can apply for any positions, you must upload two documents: a George Fox Student Employee Application and a current resume. (For assistance with resume writing, feel free to contact Career Services or access tutorials in the "Resource Library" in BruinCareers.) The **student application** is posted on the Student Employment web page (put "student employment" in the search bar on the GFU site). It's a Word document so you can fill it in, save it, and upload it to BruinCareers.

To upload:

- Hover your mouse over the **My Account** tab at the top
- Select **My Documents**
- Scroll down the *George Fox Student Employee Application*, and select **Upload File**
- Upload your saved application

Once you have uploaded an application and resume, you will be eligible to apply for jobs. A good idea would be to make the jobs you are interested in "*My Favorites*" so they are easier to find. You can also set up "Job Agents" by saving your searches. That way, when new jobs that meet your criteria enter the system, you'll receive an email notifying you. To apply, follow the *Application Instructions*. If you can apply through BruinCareers, select **Apply for Position**. Here is where you will select your uploaded application and have the opportunity to submit a brief message to the supervisor. However, if there are other instructions on how to apply (like emailing your application to the supervisor instead), please follow those instructions.

During the first two weeks of the semester, preference for hiring is given to students with work-study awards. After that, any student may be hired for available positions.

Before you begin work:

- Provide to your supervisor evidence of your eligibility to work in the United States by completing a federal Form I-9 before you begin your job. Please see the attached list of acceptable documents that will satisfy this federal requirement. **We must see the original documents! No copies please.**
- In addition to the I-9, you will need to complete a form W-4, Employee Withholding Allowance Certificate, and sign an offer letter.

For assistance contact Lisa Burton in Human Resources at 503-554-2183 or lburton@georgefox.edu.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)