

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 Self Service
- Select Student Center
- Select JobConnect (right side under Enrollment Resource)
- Select Search Job Listings
- Select job type "Student Employee 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. The **student application** is 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 e-mail it to the supervisor for the positions you're interested in. Be sure to list a phone number or e-mail where you can be reached easily.

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)
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	4. Voter's registration card	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
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	5. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
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	<p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Employment authorization document issued by the Department of Homeland Security

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