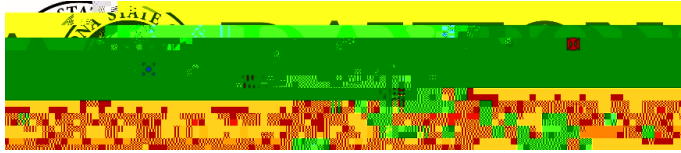


Student Employment Continuing Student Packet

All Student Employment and Human Resources required forms are to be submitted to Student Employment located in Financial Services. Students who submit

**Student Employment
Work Authorization Form**

2022-2023 d 0 W 9870 T.225



**Student Employee
Work Schedule
Academic Year 2022-2023**

Student:

Student ID:

Position:

Department:

Check Term:** Summer B Fall Spring Summer A

		Hours Per Day
Monday:	_____	_____
Tuesday:	_____	_____
Wednesday:	_____	_____
Thursday:	_____	_____
Friday:	_____	_____
Saturday:	_____	_____
Sunday:	_____	_____
	Total Hours Per Week	_____

Student Signature: _____

***Attach your class schedule for the semester indicated above.*

Supervisor Name:

Supervisor Signature: _____

*Please note this must be the same staff member indicated as supervisor on the Work Authorization Form.
If the supervisor has changed, please notify Student Employment*



Student Employment Handbook Acknowledgement

Student employees are a vital part of the Daytona State College community. Like other DSC employees, student employees must abide by certain policies and procedures. The student employment handbook was designed to assist students in understanding the student employment process.

Please note: The Student Employment Handbook is a guide and not all-inclusive. If you have a question, please be sure to contact your immediate supervisor or Student Employment.

By signing below, I understand I will receive a copy of the Student Employment Handbook when I am officially cleared to work. In addition, I acknowledge the website also has a PDF copy of the Student Employment Handbook, which can be accessed by me at any time.

Employee Name:

Employee Signature:

Student ID:

Date:

Supervisor Name:

Supervisor Signature:

Date: