

JOB INFORMATION SECTION

Department: _____ Supervisor Name: _____

Job Title: _____

Student Name: _____ Anticipated Start Date: ____/____/____

SUPERVISOR SECTION

*I wish to hire the above-named student to work in my department. If required for the job, I authorize him/her to access confidential information for the performance of his/her duties. **I understand that any new student must complete HR new hire paperwork prior to the student beginning work in my department.***

Supervisor Signature: _____ Today's Date: ____/____/____

STUDENT SECTION

Student Name _____ MVNU Student ID # _____

I understand that I must complete HR paperwork and receive clearance from HR before I can begin working in the above-named department. In order to be cleared to work, I must complete the Federal I-9, Employment Eligibility Verification Form. To complete this, I must submit original UNEXPIRED documentation (**no photocopies or digital images**) for verification of identity and employment authorization. **Note: Page 3 of the I-9 Form lists the acceptable forms of documentation, examples of the most commonly used forms of documentation:**

- A U.S. passport OR
- A Driver's License AND my SSN card or birth certificate OR
- Alien authorization to work documentation

STUDENT EMPLOYMENT CONFIDENTIALITY AGREEMENT

Security and confidentiality of MVNU records and information is of utmost importance. Examples include (but are not limited to) student records, donor records, personnel files, accounting records, and financial information. In some cases, such records and information may contain personally identifiable information, the disclosure of which may be prohibited by law (such as FERPA) or MVNU policy. As a condition of employment with MVNU, all student workers acknowledge and agree to the following:

- Unauthorized use of MVNU records or information by a student-worker is prohibited.
- Permitting a non-student-worker to use MVNU records or information is prohibited.
- Exhibiting or divulging the contents of MVNU records or information, except in the normal performance of duties, is prohibited.
- Including any data or information in MVNU records or information, except in the normal performance of duties, is prohibited.
- Expunging any data or information from MVNU records or information, except in the normal performance of duties, is prohibited.
- Removing MVNU records or information from the office where it is maintained, except in the normal performance of duties, is prohibited.
- Aiding, abetting, or conspiring with another to violate any aspect of this agreement is prohibited.

I agree to comply with this agreement and immediately report any violation to my supervisor or the Director of Human Resources. I understand that any violation of this agreement is cause for disciplinary action, including penalties imposed by law and termination of my employment.

Signature: _____ Today's Date: ____/____/____