

NEED A JOB?

STUDENT EMPLOYMENT GUIDELINES AND PROCEDURES

If you have been awarded Federal Work Study or a D&E Works award, please check with the Student Employment or Financial Aid Office to verify that your work award has been approved.

You cannot begin the employment process until you have been approved.

The following applies to all students interested in finding a job (with or without federal work study award):

1. Create a profile at <https://app.purplebriefcase.com/pba/intro/> to gain access to our available jobs. Once you have created an account, click on the JOBS box and look for jobs posted by Davis & Elkins College. To apply to a job, click on APPLY then the external link which will pop up at the bottom of each job description.
2. You can apply to as many jobs as you are qualified for but you must apply to each job separately.
3. You will be contacted to set up an interview if you qualify.
4. Once you have been hired, visit the Office of Career Services and Student Employment in Liberal Arts Hall 210 and pick up a JOB AGREEMENT, and TAX FORMS (if necessary). All employment paperwork must be returned prior to work commencing. The Office of Career Services and Student Employment will not accept any documents other than **original** and **current** forms of identification.
5. Start working!

Please thoroughly read all forms and tax documents prior to signing. Please ask questions if you don't understand what you are being asked to sign.

Questions? Visit the Office of Career Services and Student Employment in Liberal Arts 210 or call/email Lisa Reed, Director, at 304-637-1313 or reedl@dewv.edu

**Partial List of acceptable documents to complete the
I-9 Employment Eligibility Verification Form:**

Full list of acceptable documents is posted outside Student Employment Office

US CITIZENS/US DUAL-CITIZENSHIP:

US Passport



OR

One of the following:

- Driver's License containing a photograph
- School ID card with photograph
- Voter's registration card
- US Military card



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One of the following:

- Social security card
- Birth certificate

MUST BE ORIGINALS



INTERNATIONAL (F1 VISA) STUDENTS:

Foreign Passport



I-94



Social Security Card
needed for tax purposes



We will assist our F1
Visa students to
obtain this

ALL DOCUMENTS MUST BE ORIGINAL AND CURRENT –

NO EXCEPTIONS.