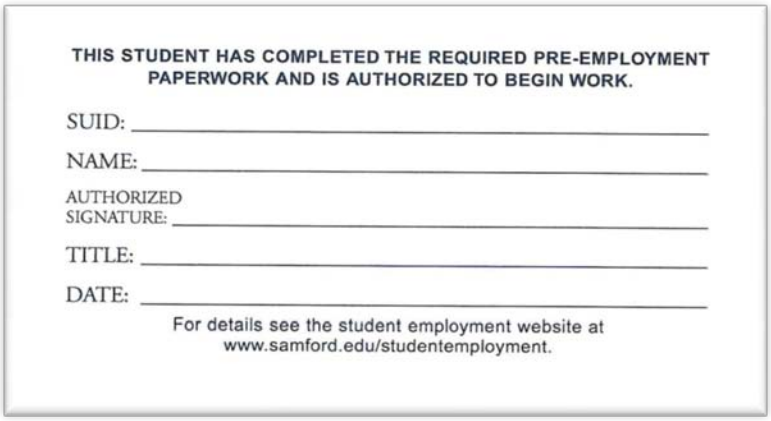
Front of Card



Back of Card

Student Employment Authorization Card

While almost all Samford students are eligible to be hired for student employment, they must have this card before they are allowed to perform any work whether it is an ongoing job, a short term job or a one-time task.

Students:

When you complete the required pre-employment paperwork with the Human Resources department you will be given a Student Employment Authorization Card. As long as you are an active student at Samford University, keep this card as confirmation that you are eligible to work through the Student Employment program. Your supervisor may make a copy but the original card should remain with you.

If you have done the employment paperwork but do not have a card, go to the Human Resources department in Room 302 of Samford Hall to obtain a card. You may also email studentjobs@samford.edu.

If you need a replacement card, follow the procedures listed above.

Supervisors:

If a student has completed the required pre-employment paperwork in Human Resources, they will be given a Student Employment Authorization Card. As long as they are an active student at Samford University, they will keep this card as confirmation that they are eligible to work through Student Employment.

When hiring a student for any type of work, you should ask to see their card. If the student does not have one, send them to Human Resources to complete paperwork and/or obtain a card. You must see the student's card **before** scheduling them or allowing them to begin work. You may make a copy of the card for your files but the original card should remain with the student employee.