



MISSOURI VALLEY COLLEGE

2018-2019 STUDENT EMPLOYMENT JOB APPLICATION

Last Name

First Name

M.I.

MVC Student ID #

Phone Number

MVC E-mail Address

Student Employment Application Steps:

1) The Student Employment Coordinator will place you into a job based on availability once your application with all of the required paperwork is completed and processed.

* I-9 Form

* W4 Form

* Required Forms of I.D.

* ACH Direct Deposit Form

2) Once you have been assigned a work study position, a Student Employment Contract will be emailed to your moval.edu account with your job assignment and supervisor. Print the contract and both the student and supervisor signatures will be required. Turn the contract into the Student Employment Coordinator.

3) You will set your schedule up with your assigned supervisor. Once everything is completed you will be eligible to begin work in the Student Employment Program!

☐ I want to participate in the
Student Employment Program

☐ I do not want to participate in
the Student Employment Program

MAJOR:

SPORT:

Participating students who return applications without ALL of the completed Student Employment paperwork will be considered incomplete and you will not be assigned a job.

Student Signature

Date

Student Employment Office Use Only

Work Assignment _____

Supervisor _____

Approved by _____

Date _____

Student Employment Office

500 East College Street • Marshall, MO 65340 • (660) 831-4237 • Fax (660) 831-4003
www.moval.edu • studentemployment@moval.edu