



GEORGETOWN UNIVERSITY

Georgetown University Student Employment Office

Off-Campus Federal Work Study Hiring Form

Georgetown University Student Employment Office
3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057
Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu

Student's Identification Information:

Last: _____ First: _____ MI: _____

Date of Birth: _____ GUID: _____ NetID: _____
(MM/DD/YYYY)

Important Student Hire Status Questions:

1) Student's Enrollment Status:

Undergraduate Graduate Medical Law

2) Does the student have a Federal Work Study Award? Yes No

a) If yes, enter total award amount: Fall Term: \$ _____ Spring Term: \$ _____

b) If yes, does the student want this position to be their FWS position? Yes No

3) Has the student previously been employed by Georgetown University?

Yes No

4) Does the student have other jobs on campus at this time?

Yes No

If yes, please enter
Department Name(s):

Action Requested:

Date of Action: _____ New Hire Rehire Compensation Change
(MM/DD/YYYY)

*Please enter the date the hourly student will start working. The student must complete the form I-9 with Georgetown's University Human Resources Office before the listed start date. **Students will not be cleared to begin working until the form I-9 has been completed.***

Proposed Compensation:

Hourly Wage:

ST.01 - Novice (Wage Range: \$15.20-16.50/hr)

ST.02 - Skilled (Wage Range: \$15.50-\$18.25/hr)

ST.03 - Highly Skilled (Wage Range: \$17.50-\$21.00/hr)

Note: Some student hourly job profiles have a minimum recommended compensation grade profile. Please see comp grade sheet for novice, skilled, and highly skilled positions. For all hourly wages above **\$21.00/hr**, a **wage justification** is necessary and must be included to be processed.

Job Information:

Job Title: _____

Scheduled Weekly Hours (estimated): _____

Work Location: _____

Job Description:

Please enter a detailed description of the job including the purpose of the position, duties and responsibilities of the student, and any required qualifications. A comprehensive job description is required for all Federal Work Study Positions.

Note: The following restrictions apply to hourly student jobs that will be filled by students who receive an FWS subsidy to their earnings:

- FWS employment must not displace employees or impair existing service contracts.
- FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

Hiring Organization Information:

Organization Name: _____

Supervisor Name: _____ **Phone:** _____ **E-mail:** _____

Secondary Contact: _____ **Phone:** _____ **E-mail:** _____

Supervisor Verification:

By signing this form below, I am confirming that we have offered employment to this student and agree to promptly pay the employer share of the student's wages as invoiced by Georgetown University. Electronic signatures are permitted.

Supervisor's/Authorized Printed Name: _____

Supervisor's/Authorized Signature: _____ **Date:** _____

(MM/DD/YYYY)