



Student Awards & Financial Aid (SAFA)
 The Centre, 1st Floor Needles Hall
 Waterloo, Ontario, Canada N2L 3G1
 519-888-4567 | ext. 33583 | fax 519-746-2882
 safa.uwaterloo.ca | email: safainfo@uwaterloo.ca

Step 3 of 3:
**Work Placement
 Employer Declaration
 Form**

Please return this completed form to Student Awards and Financial Aid (SAFA) and complete the hiring process in Work Day.

This work placement position will take place during the following term:

- Spring 2022
 Fall 2022
 Winter 2023

Student and Job Information

Student Number:	Student Name (First, Last):
Job Title and Job number:	Faculty/Department:

Start Date: _____ End Date: _____ *use [CE dates](#)

Salary Information

	Account Number	Value (\$/month)
Work Placement up to \$2,300:	10000-10738 100	
Department (required if over \$2,300)		
Department (if top up is from more than one account)		
	Total \$/month:	

Employer's Declaration

- I confirm that I have hired this student to perform the full-time duties as described in the [UW Work Placement Job Request form](#) (Step 1) previously submitted to SAFA.
- I have confirmed with SAFA that the hired student, meets the four eligibility requirements as outlined on the [SAFA website](#) by submitting the Work Placement Eligibility Check Form (Step 2).
- I understand that if this student is deemed ineligible for any reason, my faculty/department will be responsible for their full salary and that if the student's salary is greater than \$2,300 my faculty/department is responsible for covering the cost of the difference.

Employer's signature

Print name

Please complete this form after completing Step 2: Work Placement Eligibility Check Form.
Please contact safainfo@uwaterloo for any questions or concerns.