

**Libraries – Student Employee Hiring Form**  
(top portion to be completed by Dept.'s Student Supervisor and returned to Admin. Office)

Department \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Name of Applicant \_\_\_\_\_ FWS \_\_\_\_\_ Regular \_\_\_\_\_

SSN \_\_\_\_\_ Phone #: \_\_\_\_\_

Hrs./Wk: \_\_\_\_\_ Hrly Rate \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Most recent on campus employment \_\_\_\_\_ Separated \_\_\_\_\_  
(Department) (Date)

Paperwork needed:

- \*For Direct Deposit: check to void OR savings transaction form with account number
- \*For Federal Work Study: Proof of federal award, if applicable
- \*For I-9: Proof of identity and employment eligibility documents  
(refer to back of I-9 form)

Cancel job posting. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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**For Administrative Office Use Only**

PAF \_\_\_\_\_ I-9 \_\_\_\_\_ DD form \_\_\_\_\_ W-4 \_\_\_\_\_

Acct No. \_\_\_\_\_ Index No. \_\_\_\_\_ Position No. \_\_\_\_\_

Paperwork to Student Employment Office \_\_\_\_\_

Dept. Notified of Approval \_\_\_\_\_

Contract Dates \_\_\_\_\_

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Comments

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