



Student Employee Hiring Form University Libraries, University of Memphis

Note: Top portion to be completed by department's student supervisor and returned to UL Admin. Office.

Department: _____ Supervisor's Signature: _____

Name of Applicant: _____ FWS: _____ Regular: _____

SSN: _____ Phone #: _____ Email: _____

Hours per Week: _____ Hourly Rate: _____ ___ Fall ___ Spring ___ Summer

Most recent on-campus employment: _____ Separation Date: _____
(Department)

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

For Administrative Office Use Only

PAF: _____ I-9: _____ DD form: _____ W-4: _____

Acct #: _____ Index #: _____ Position #: _____

Paperwork to Student Employment Office: _____

Dept. Notified of Approval: _____ Contract Dates: _____

Comments: _____

