

## STUDENT EMPLOYMENT HIRING FORM GRADUATE ASSISTANT/TEACHING ASSISTANT

**SECTION 1: HIRING MANAGER** (Once complete, please give this form to the student and send them to Career Services (LRC-510).

<ul> <li>  Fall/Spring   Summer</li> <li>  Have you completed registration?   Yes   No</li> <li>  Are you enrolled full-time?   Yes   No</li> <li>  Number of hours enrolled:   Yes   No</li> <li>  Are you a graduate student?   Yes   No</li> <li>  Are you an international student?   Yes   No</li> <li>  If you checked yes, what is your I-20 expiration date?   (question #5 on your I-20 form)</li> </ul>		me:	<ul> <li>Student's Full Na</li> </ul>	
Org. Code & Cost Center:				
Phone Extension:  Student's Job Title:  Starting Employment Date:  Ending Employment Date:  Stipend Amount:  OR Hourly Pay Rate:  Supervisor's Name (print)  Supervisor's Signature  Date  SECTION 2: STUDENT (Bring this form to Career Services on LRC-510. If you've never worked on campus, please bring IDs for  Fall/Spring   Summer  Have you completed registration?   Yes   No  Are you enrolled full-time?   Yes   No  Number of hours enrolled:  Are you a graduate student?   Yes   No  Are you an international student?   Yes   No  o   If you checked yes, what is your I-20 expiration date?  (question #5 on your I-20 form)  SECTION 3: CAREER SERVICES (office use only)  o   GHN account is active  o   I-9 on file   FICA Exempt  o   New Hire   Reactivate  o   U.S. Citizen   International   Permanent Resident  o   Secondary Position - Time Card				
Starting Employment Date:  Ending Employment Date:  Stipend Amount:  OR Hourly Pay Rate:  Supervisor's Name (print)  Supervisor's Signature  Date  SECTION 2: STUDENT (Bring this form to Coreer Services on LRC-510. If you've never worked on campus, please bring IDs for  Fall/Spring Summer  Have you completed registration?   Yes   No  Are you enrolled full-time?   Yes   No  Number of hours enrolled:   No  Are you a graduate student?   Yes   No  Are you an international student?   Yes   No  Are you an international student?   Yes   No  Are you an international student?   Yes   No  Are you fly ou checked yes, what is your I-20 expiration date?  Guestion #5 on your I-20 form)  SECTION 3: CAREER SERVICES (office use only)  GHN account is active     -9 on file		Center:	• Org. Code & Cost	
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• Stipend Amount:OR Hourly Pay Rate:				
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Are you an international student?   Yes   No   If you checked yes, what is your I-20 expiration date?   (question #5 on your I-20 form)  SECTION 3: CAREER SERVICES (office use only)    GHN account is active   I-9 on file   FICA Exempt   New Hire   Reactivate   U.S. Citizen   International   Permanent Resident   Secondary Position - Time Card		enrolled:	<ul> <li>Number of hours</li> </ul>	
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Student Employment Representative: Date:	Date:	Representative:	Student Employment	