

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

- Student's Full Name: \_\_\_\_\_
- Student's Z#: \_\_\_\_\_
- Department Name: \_\_\_\_\_
- 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 the I-9.)*

- ☐ 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
  - 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

Position Code: \_\_\_\_\_

Student Employment Representative: \_\_\_\_\_

Date: \_\_\_\_\_