



Career Services

ORAL ROBERTS UNIVERSITY  
CAMPUS WORK STUDY EMPLOYMENT

**SUPERVISOR / HIRING MANAGER** – After interviewing and deciding on a student candidate, please fill out this form and have the **student** take it to Career Services.

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student Z#: \_\_\_\_\_

Department Name: \_\_\_\_\_

Org. Code/Cost Center: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ # Hours Student to Work/Week: \_\_\_\_\_

Job Number: \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
(as given by Career Services)

**STUDENTS** – Please bring acceptable identification if you are being employed on campus for the first time. Individuals who do not have appropriate identification for the I-9 process cannot be employed.

(see [www.orugoldenhire.com](http://www.orugoldenhire.com) for a list of acceptable documents.)

**Fill out the following based on your Vision account information found at <https://vision.oru.edu>.**

**FALL / SPRING**

Work Study (as listed on Vision): ☐ Federal ☐ ORU Institutional Amount: \$ \_\_\_\_\_

Enrolled Full-time: ☐ Yes ☐ No Validated/Registered: ☐ Yes ☐ No

In Verification?: ☐ Yes ☐ No

If you are an **international student** you will need to fill out the following:

I-20 Expiration Date: \_\_\_\_\_ (Question #5 on I-20 Form)

Check here for SUMMER: ☐ or BREAK ONLY: ☐ Fall ☐ Spring ☐ Christmas

**Once you have the above sections completely filled out, please bring to Career Services on LRC5.**

**CAREER SERVICES (office use only)** Working for Summer Housing Waiver: ☐ Yes ☐ No

☐ Reactivate ☐ New Hire Confirmed Dates for I-9 ☐

☐ U.S. Citizen ☐ International ☐ Resident Alien

☐ Transfer of Org. Code/Cost Ctr. ☐ 2<sup>nd</sup> Pos. Org. Code/Cost Ctr. Position Code: \_\_\_\_\_

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

(Revised June 2012)