



**Student Employee Information Form**

The Following Information is required of ALL Western Washington University Student Employees.

**Employee/Job Information**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle I. \_\_\_\_\_

WWU ID# **W** \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Local Address:

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Local Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Returning WWU Employee Yes \_\_\_ No \_\_\_ Returning Department Employee Yes \_\_\_ No \_\_\_

Work Study award intended for this position. Yes \_\_\_ No \_\_\_ Unknown \_\_\_

Job Title \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

Position Number & Suffix \_\_\_\_\_ - \_\_\_\_\_ (Leave blank if Work Study)

Job or Status Change Begin Date: \_\_\_\_\_ Term Date: \_\_\_\_\_

Signing this document verifies that you have read and understood the information in the Student Employment Guide and accept the terms of employment as shown above. A copy of the guide is available online at [www.finaid.wvu.edu/studentjobs](http://www.finaid.wvu.edu/studentjobs).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**I-9 /Citizenship Information**

A Completed I-9 is on file in our office. I understand the I-9 must be retained for 3 years after the student is terminated.

\_\_\_ Citizen of the United States Reviewer's Name \_\_\_\_\_

\_\_\_ A Lawful Permanent Resident

\_\_\_ \*An alien authorized to work until (date) \_\_\_\_\_

\*If the third line is checked, 'An alien authorized to work', a copy of the I-9 form must be submitted to Payroll Services, MS 5221 or FAX to x7692

**Employer Information**

Work Study Allocation Amount: Fall Qtr \_\_\_\_\_ Winter Qtr \_\_\_\_\_ Spring Qtr \_\_\_\_\_

\*I certify that this student position does not supplant a Classified Position.

\*A student must be considered a full-fee paying student to be eligible for Student Employment.

Signature of Employer \_\_\_\_\_

Use the employee information recorded on this form to complete the Electronic Student Employment Form. The Student Employee Information Form is not sent to HR or to Student Employment. Retain this form on file in the hiring office for future reference. You may add any additional information you feel would be helpful on the back of this form. **On Line Student Employment Form # \_\_\_\_\_ (this number is given after Student Employment form is submitted)**