

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 _____
 Job or Status Change Begin Date: _____ Termination 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 .

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 _____

This Student Employee Information Form is not sent to HR or to the Student Employment Center. Retain this form in the student's personnel 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.

NOAEPAF Transaction # _____ For Department, Work Study and Non-uniform position
Student Employment E-Form # _____ For Grant Funded and Salaried Positions