HIRING PROCEDURE FOR PART-TIME TUTORS AND STUDENT ASSISTANTS

I. (*To be completed by the student*.)

Name:_____Student ID:_____
Are you currently working at UNTHSC?_____If yes, is it a FWS position?_____
What dept?_____Max# of hours/ week working:_____Add'l hrs. wanted:_____
Have you ever worked at UNTHSC before?_____When?_____What dept?_____

II. (*This section to be completed by the supervisor in the employing department*.)

_____Application and interview completed. Start Date:_____

Signature:_____Date:_____

III. (*Student contacts Financial Aid Work Study Coordinator for FWS eligibility. This section is completed by the Financial Aid FWS Coordinator*.)

A._____Student is eligible for FWS **Total Hours Allowed:_____**
Total Amount Allowed:_____
B._____Student is not eligilble for FWS **Employing Department:_____**
Position:_____
Employment Start Date:_____
Employment End Date:_____

1. **Student accepted position_____.**
2. **Student did not accept position_____.**

Financial Aid Office:_____Date:_____
(*Financial Aid Work Study Coordinator e-mails the appropriate department the results*.)

IV. (*Student carries this form to Human Resource Services to complete the I-9 packet. Bring proof of citizenship, driver's license and social security card or birth certificate or current passport. This part will take about 45 minutes to complete and will be signed by the Human Resource Services Office*.)

Student has completed all the HRS paperwork necessary to be hired.

Human Resource Services:_____Date:_____

V. TO STUDENT: When parts I-V are completed, you will have finished your part of the hiring process. Please return this completed form to your employer.