

SAMPLE STUDENT EMPLOYMENT FORM

Full Time Student Employment Form

Student / Employee Details

Student Name: _____ Email: _____

Position Type: _____ Start Date: _____

Hiring Manager and/or Supervisor:

If New Address, go to <https://my.rutgers.edu/portal> and update Employee Self Service

Social Security Number _____ RU ID#: _____

Employee ID (*if known*): _____

Legal First Name: _____ Middle: _____ Last: _____

Date of Birth: _____

Permanent Address (*in US*): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Gender:

Citizenship Status: _____

(If Lawful Permanent Resident: Must bring Employment Eligibility Documents to SAS Service Center, i.e. EAD Card, Perm. Resident Card, F-1, I-20, etc.)

Upload Proof of SSN (Social Security Card):

Upload Proof of Birth Date (Passport or License):

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Rutgers University Employment History

Are you currently working at Rutgers University? _____

Current Department: _____ Current Job: _____

Have you ever worked in the Writing Center? _____ # semesters: _____

Have you ever worked at Rutgers University? _____

Last Department: _____. Last Job: _____

Hiring Unit Details

Pay Rate / Hour: _____ Other Pay Rate: _____/Hour

Job Class Code: _____ Org ID: _____ Location Code: _____

Approval Signatures

Student: _____ Date Signed: _____

Administrator (approval) (Initial): _____ Date Signed: _____

Business Office: _____ Date Signed: _____

Administrator (Final approval) (Initial): _____ Date Signed: _____
