

STUDENT EMPLOYMENT AUTHORIZATION FORM

- Submit this form to Human Resources within 3 days after hire.
- New Student Employees (no previous MBI employment) must come to HR to fill out New Hire Packet.
- Student Employment is typically on a semester-by-semester basis. All employment relationships are considered "at-will" arrangements and either party is free to terminate the relationship at any time for any reason.

Personal Information: To be completed by student

Full Name: _____
Last First Middle Student ID #

Home: _____
Street Address Apt. # Phone

City State ZIP Code

CPO #: _____ Moody E-mail: _____

Social Security Number: _____ Birth Date: _____

Ethnicity: ☐ American Indian or Alaskan
☐ Asian ☐ Caucasian ☐ Hispanic or Latino
☐ Black or African American ☐ Hawaiian or Pacific Islander ☐ Two or more race

Gender: ☐ M ☐ F Marital Status: ☐ Single ☐ Married

Have you worked previously on-campus? ☐ Yes ☐ No Previous position: _____ Original hire date: _____

For International Students SEVIS#: _____ I-20 expiration date: _____

I accept this position at the Moody Bible Institute and understand that student employment is "at will" and typically on a semester-by-semester basis.

Signature

Emergency Contact Information: To be completed by student

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Primary Phone: _____ Relationship: _____

Position Information: To be completed by department

Title: _____ Promotion ☐ Department: _____

First day of work: _____ Hourly rate: _____ Hours per week: _____

Timecard Approver: _____ Cost Center: _____

Manager Approval: _____ Date: _____

HR USE ONLY

Human Resources Approval: _____ Date: _____