STUDENT EMPLOYMENT AUTHORIZATION FORM

Supervisors:

- Submit this form to Human Resources after interviewing and hiring a Student Employee.
- New Student Employees (no previous MBI employment) must come to HR to fill out New Hire Packet.
- Complete New Hire Packets will be processed within two business days for set-up in HR & Payroll time reporting system.
- Student Employment is on a semester-by-semester basis; you are free but not required to retain Student Employees beyond the current semester.

Personal Information: To be completed by student

Full Name: _____ _____ _____ _____
Last *First* *Middle* *Student ID #*

Home: _____
Street Address *Apt. #* *Home Phone*

_____
City *State* *ZIP Code* *Dorm Phone*

CPO #: _____ E-mail: _____ Graduation year: _____

Social Security Number: _____ Birth Date: _____

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

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

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 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: _____ Alternate Phone: _____

Relationship:

Position Information: To be completed by department

Title: _____ Department: _____

Start date: _____ Hourly rate: _____ Hours per week: _____

Time Card Approver: _____ Phone Ext: _____ Budget unit: _____

Manager Approval: _____ Date: _____

HR USE ONLY

Human Resources Approval: _____ Date: _____

I-9 Status: Citizen PR RA FWS: Y N Position code: _____