

WELLESLEY COLLEGE STUDENT EMPLOYMENT OFFICE
Student Employment Authorization Form
Summer 2008 (June-August)

Student Information:

Student ID # _____

Last Name: _____ First Name: _____ MI: _____

I accept the position indicated below and have been informed of my pay rate and understand my rights and responsibilities as a student worker in this position. I also understand that I must have completed I9 and W4 forms on file before I can start working and be paid.

Student Signature: _____ Date: _____

Job Information:

Placement Code: _____ Position Code: _____ C

Pay Rate: \$ _____ Org #: _____

Early Start Date: 5/12/08

Special Instructions: *(Complete only for information **not** included in set up of position)*

Approver Signature: _____ Date: _____

Print Name: _____ Phone: _____

Note to Approvers: Complete this form to hire a student to work during the summer. All jobs are casual wage but the Placement and Position Codes are the same as during the academic year. The student must have complete I9 and W4 forms on file before working. Return completed SEAF to the Student Employment Office, 436 GH or fax it to x3946. The office can be contacted at x2365 or e-mail stuemp@wellesley.edu.

Student Employment Office Use:

I-9 on File:

If missing, dates student/supervisor contacted: _____, _____, _____

Notes:

NBAJOBS: Date: _____

