

Wellesley College
Off-Campus Federal Work-Study
Student Hire Form
Academic Year 2008-2009

Student Information:

Wellesley College Student ID # _____

Last Name: _____ First Name: _____ MI: _____

I understand that earnings through the Federal Work-study Program will only be used for expenses related to my attendance at Wellesley College this year. I agree to enter my hours regularly and submit them to my supervisor for each pay period and to monitor my earnings so as not to exceed my FWS award. 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: _____

Student Employment Office Information:

Total FWS award: \$ _____ **FWS amount available for this job: \$ _____**

Student Employment Office Signature: _____ Date: _____

Job Information:

Agency Name: _____

Address: _____

Job Title: _____ Pay Rate: \$ _____

Estimated # hours/week: _____ Dates of Employment: _____

Supervisor Signature: _____ Date: _____

Print Name: _____ Phone: _____ Email: _____

Student Employment Office Use:

PEAEMPL: I9 on File If missing, dates student contacted: _____, _____

Type of FWS Job: General non-profit - Community Service - Tutoring

Placement Code = OFFCAM Position Code = S _____ Suffix: F or S

Pay Level: _____ Org #: _____

RJASEAR: _____ Date: _____ NBAJOBS: _____ Date: _____