

RIT Student Employment Hire/Rehire Form

ALL information on this form is REQUIRED. Please fill out COMPLETELY.

- Type of Hire:**
- Regular Student Employee (71250/71350)
 - Community Service (71450)
 - Co-op (71300)
 - Stipend - SEO approved (71250/71350)

Handshake ID Number: _____

Where is this job located? On Campus Off Campus
Where? _____

Last Name: _____

First Name: _____

University ID #: _____

Email: _____

Date of Birth: _____

Sex: Female Male

- Ethnic Origin:**
- Alaskan Native or American Indian
 - Asian
 - African American
 - Caucasian
 - Hispanic or Latino
 - Native Hawaiian / Other Pacific Islander

Address (US Citizens use permanent **HOME** address; **International students** use **LOCAL** address)

Street: _____

City: _____

County: _____

State / Zip: _____

FOR SEO USE ONLY

I-9: _____ MAILSTOP : _____

VISA : _____ VISA EXP: _____

F _____ W _____ SP _____ SU _____

COMMENTS: _____

Start Date

End Date

____/____/____
Day/Mo/Year

____/____/____
Day/Mo/Year

Refer to Bi-weekly pay schedule for dates

ALL CO-OP, GRANT ACCOUNTS, AND
PROJECT NUMBERS MUST HAVE AN
END DATE

Hourly Wage: \$ _____

#Hours / Week: _____

*Required for
Co-op hires

Account Number: _____

Authorized Signature *: _____ **Date:** _____

(For Social Security number application purposes this signature must be in blue ink)

Contact (Please Print): _____ **Phone:** _____ **Email:** _____

(Person SEO can contact in case there is a question regarding this form.)

Department Name: _____ **Phone:** _____ **Email:** _____

ISS Only: Verification of Employment Eligibility

Signature of Designated School Official: _____

Signatory's Name and Title: _____

Student Status (circle): F-1 J-1

Phone: 585-475-6943

EIN: 16-07431401

Nature of Employment: _____