Student Employment Authorization Form

INSTRUCTIONS:

1. Student - complete the student section and forward it to the department supervisor. Time Sheet Sent___ Hire Card Sent ___
2. Supervisor or Department Head - complete the supervisor section and return to the Office of Human Resources, OC 212.
3. Employees new to Carroll also need to complete the W-4, I-9, Support Obligation Disclosure and Statement of Confidentiality Forms.

STUDENT SECTION:

_____

Last Name First Name M.I. Carroll ID#

_____

Local Address

_____

Permanent Address

_____ _____

Local Phone # Parent's Phone #

_____ _____

Cell Phone # Preferred e-mail contact address

_____ _____

Social Security Academic Standing (freshman, sophomore, junior, senior)

SUPERVISOR SECTION: Pay Rate_____

Date Employment Begins_____ Position Title_____

_____ _____

Department Name Department Code Department Account #

I authorize this student to work in the department indicated above. I have verified that
_____work-study _____regular college funds are available for these wages.

_____ _____ _____

Supervisor Signature Print or Type Name Date
Supervisor Carroll ID Number_____

HUMAN RESOURCES SECTION:

_____Date Received This student is _____work study eligible _____regular college

_____ Time-sheet information input _____ Pre-employment paperwork completed
_____ Pay Rate

BUSINESS OFFICE SECTION:

_____ Position control input