

## Student/FWS Hire Request Form

<b>Student Full Legal Name</b>	
<b>Student Nickname</b>	
<b>Student ID Number</b>	#
<b>Student E-mail Address</b>	@emory.edu
<b>Supervisor Name</b>	<b>Supervisor ID#:</b>
<b>Work-study or Non-work-study</b>	_____ Non-work-study; _____ Work-study
<b>Student Social Security Number</b>	
<b>Date of Birth</b>	
<b>Emergency Contact Name &amp; Phone Number</b>	
<b>Average hours per week</b> <small>(up to 20 for work study)</small>	
<b>Major &amp; academic year</b>	
<b>Have you worked at Emory within the past 120 days?</b>	_____ Yes; _____ No
<b>First Emory Paid Position?</b>	_____ Yes; _____ No
<b>If Not a US Citizen Are you Authorized to Work in the US?</b>	_____ Yes; _____ No
<b>Work Location</b>	_____ Rollins RC / _____ 1462 Bldg. / _____ Whitehead
<b>Job Description:</b>	
<b>Required or Preferred Qualifications</b> (Information required if job is to be posted):	

To Be Completed By Supervisor							
Job Code	Term	Pay Rate	Hours per Week	Speedtype(s) for Pay & Percentages		ESHO Training Needed?	Hire Dates
9900 – Student or 9910 - FWS				Speedtype 1:	%:		Start:
				Speedtype 2:	%:		End:

<sup>1</sup>Federal Work study (FWS) positions must be posted on the Student Employment Website. Non-work study jobs do not have to be posted. If a work study candidate has been preselected, job must still be posted, but will not be made available for other applicants to view.

<sup>2</sup>2022-2023 Federal Work Study Pay Rates for Undergraduate Students are \$9.00-\$15.00 per hour. Non work study rates may vary.

<sup>3</sup>Work Study Students can be hired as of the first day of classes and work terminates by the last day of classes, work cannot continue over the summer.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_