CAL MARITIME

HUMAN RESOURCES STUDENT EMPLOYMENT OFFICE HOURS: MW 1200 to 1400 hours and TTH 1030 to 1230 hours

STUDENT EMPLOYMENT AUTHORIZATION

Form to be Completed by the Hiring Department (Supervisor) for Student Assistants, Student Work Study or Summer Bridge. All appropriate fields must be complete or form will not be accepted.

CHECK THE APPROPRIATE WORK CATEGORY:

☐ STUDENT ASSISTANT ☐ FEDERAL WORK STUDY ☐ SUMMER BRIDGE

ACTION REQUESTED:

☐	New Hire	Start Date:		End Date:	
☐	Rehired to same or new Department	Start Date:		End Date:	
☐	Step Increase*	Start Date:		A justification for any step increase or pay level change must be attached.	
☐	Pay Level Change*	Start Date:			
☐	Funding Source Change	Start Date:			
☐	Termination	Term Date:		Last Day Worked:	

PLEASE PRINT:

STUDENT'S NAME: _____

FIRST MIDDLE LAST

SOCIAL SECURITY NUMBER: _____

Pay Rate: LEVEL 1 ($8.00) ☐ LEVEL II ($8.50) ☐ LEVEL III ($9.00) ☐ LEVEL IV ($9.70) ☐

DEPARTMENT NAME: _____ DEPT. ID: _____

SUPERVISOR'S NAME (Please Print): _____

SUPERVISOR'S SIGNATURE: _____ DATE _____

DEPARTMENT HEAD'S SIGNATURE: _____ DATE: _____

NOTE: This form will be returned to the Department/Supervisor once the HR Department Representative has signed confirming that the student has completed employment documents. At that point, the student may begin work.

1. Federal law requires that all employees complete their Employment Eligibility Verification form (I-9) Employees must also provide acceptable individual identification. A list of acceptable documents for the I-9 is available on the reverse side of the form.

2. International students must present an original visa, passport, and work authorization.

3. Permanent resident aliens must present a Permanent Resident Card.

4. Cal Maritime is required to verify each employee's Social Security Number before employment begins. Employees must bring their Social Security card or proof of application for a Social Security number to the Human Resources Office in order to complete hiring documents..

Career Center Confirmation: _____ Date: _____

HR Representative Confirmation: _____ Date: _____

Copies to Department and Student Employee

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