**Instructions:** Please complete and submit this form to Human Resources. For more information, please visit the Student Employment website: <https://www.csum.edu/web/hr/student-employment> or contact Human Resources at 654.1137.

**Section I – To be completed by student**

|  |  |  |
| --- | --- | --- |
| Student ID #: | | |
| First Name: | Middle Initial: | Last Name: |

|  |  |  |
| --- | --- | --- |
| Name: | Relationship: | |
| Address: | | |
| City: | State: | Zip Code: |
| Home Phone: | Cell Phone: | |

**Section II – Emergency Contact (Primary) – To be completed by student**

**Section III – Employment Information and Approvals - To be completed by hiring department**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New Hire Student (**Never worked for Cal Maritime**)  Rehire Student  Pay Increase\*  Job Code | | | | | | | | |
| Start Date: | | End Date: | | | | | | |
| Pay Level:  **Level I  Level II  Level III  Level IV**  \*All Pay Levels Must Be Approved by Human Resources | | | | | Hourly Rate: | | | |
| Department Name: | | | | | Dept. ID: | | | |
| **Job Code:** (Check one)   |  |  |  |  | | --- | --- | --- | --- | |  | 1868\* International Student Assistant |  | 1871\*\* Federal Work Student Assistant | |  | 1870\*\*Student Assistant |  | 1874\*\*\* Bridge Student Assistant (Summer) | |  |  |  |  |   *\*Must be enrolled in a minimum of 12 units*  *\*\*Must be enrolled in a minimum of 6 units and may not work over 20 hours per week*  *\*\*\* May work up to 40 hours* | | | | | | | | |
| **\*Did the student work in the same job/same department last semester?** Yes  No **(If yes, recruitment number not required)** | | | | | | | |
| **Student Job Title:** | **Recruitment #:** | | | | | **Is the student a graduating senior?**  Yes  No | |
| **Will student work with minors?**  Yes  No  **Will student have direct cash handling duties?**  Yes  No  **Will student have access to level 1 data?**  Yes  No  (<https://www.csum.edu/web/it-security/data-classifications>)  **Will student drive for work?**  Yes  No  (Ex. CSUM vehicle, forklift, golf cart or personal car) | | | | If answered yes to any of the four questions, an Accurate Background/DMV/Live Scan (fingerprinting) check may be required. | | | |
| Rate Justification\* (if applicable): For instructions on student pay rates and increase, please visit the student employment website. | | | | | | | |
| **Is your department eligible for Federal Work Study?**  Yes  No | | | | | | | |
| Student’s Supervisor: | | | Signature: | | | | Date: |
| Appropriate Administrator: | | | Signature: | | | | Date: |
| \*Route Student Employment Authorization Form back to hiring department for additional processing. | | | | | | | |

**Section IV – Financial Aid Approval for Job Code 1871 (Federal Work Study Student Assistant)**

|  |
| --- |
| Eligible for Federal Work Study? Yes  No Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved by Director of Financial Aid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section V – Human Resources Use Only**

|  |
| --- |
| Processed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Action Reason:  HIR/APT HIR/CON  REH/REH Record Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |