**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |