

Hard Money Student Employees Information Sheet

Complete and return to Donna Luciew, Room 103, Lynch Hall
(Please print all information)

Today's Date _____

Print Name: _____ **Major:** _____

Permanent Address: _____
Street Address City Zip Code

County: _____

Phone at Permanent Address: _____ Currently enrolled for _____ credits

Wage Tax is paid to: _____
City/Township/Municipality

Local Address: _____
Street Address City Zip Code

Local Phone: _____

Do you have any previously earned college degrees? _____
Yes No

If yes, please list degree(s), year(s) awarded, and college(s) attended:

Have you ever been employed by the University before? _____
Yes No

If so, when, and in what department? _____

The Student is also required to complete and return all of the following documents to Donna Luciew, Room 103, Lynch Hall:

1. W-4 Form
2. Immigration Law form (I-9) with proofs
3. Drug-Free Workplace Policy Brochure
4. Affirmative Action Statement: Disabilities, Sexual Harassment, Anti-Harassment, Nondiscrimination
5. Workers' Compensation documentation
6. Local Services Tax Information