

Employment Form

This form must be completed and accompany all requests
Student Hourly, Non-Student Hourly

Dept # _____ New Rehire Concurrent Hire

JobX Posting # _____ (for all CSU student hires) CSU ID number _____

Employee's Full, Legal Name:

First: _____ Middle: _____ Last: _____

Email Address: _____

Supervisor's Name _____

Class Code/Job Title: _____

Hourly Pay Rate: _____

Account(s) to be paid from: _____ *NSF Fund *NIH Fund

All employees paid from NSF or NIH funds are required to complete the RCR Training, <http://rcr.colostate.edu>

Tentative Start Date: TBD (Note that start date is TBD upon completion of mandatory pre-employment background check and the new hire paperwork process)

Employee Type

- Student Hourly Work Study (must provide proof of WS award)
- Student Hourly Non Work Study
- Non-Student Hourly

Background check MANDATORY FOR ALL EMPLOYEE TYPES.

Motor Vehicle Check – (contingent upon job duties - specifically when driving is written into the job description & a driver's license is required for employee to be hired)

- Is responsible for operating a University owned or controlled vehicle
- Is required to drive children, patients, students, clients or others in a private vehicle
- Is required to rent vehicles on a regular or routine basis to conduct University business
- None of the above

New hires must complete section 1 of the I9 online (link will be provided after completion of background check) and then come to the Ag Business Center to complete new-hire paperwork process. Please have them bring:

- Original Id for completion of I9 (photo copies not accepted)
 - Passport OR Driver's License and Social Security Card most commonly presented. A list of acceptable ids is available at the Ag Business Center
- Voided check or print out from bank account with routing and account number for direct deposit enrollment form