

# 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 (do not use nicknames):

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone (opt) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Job Category (as posted on JOBX): \_\_\_\_\_

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: \_\_\_\_\_ start date is TBD upon completion of pre-employment background check and the new hire paperwork

## Employee Type

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

## Background checks:

Non-Student Hourly - Mandatory

Student Hourly - Contingent upon job duties and must be completed if any of the following apply

- Will work with vulnerable populations (i.e. minors or animals)
- Will have access to controlled substances, select agents, or other sensitive research materials/information
- Will have unsupervised access to secure facilities or have access to master keys
- Will have access to sensitive information (i.e. personally identifiable information such as SSN, CSU ID, addresses, passport numbers, computer account/password, and information that is protected by applicable privacy laws) Will
- Have cash handling responsibilities
- None of the above

## Other information needed - complete if applicable

Candidate is a minor (under 18 years of age) DOB: \_\_\_\_\_

Candidate is a foreign national

How long has he/she resided in United States? \_\_\_\_\_

Does he/she have a Social Security Number? Yes No

## 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