

Employment Form

This form must be completed and accompany all requests

Student Hourly, Non-Student Hourly

Dept # _____

New

Rehire

Concurrent Hire

Handshake 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: _____

<https://career.colostate.edu/wp-content/uploads/2020/01/Student-Job-Categories-Information-October-2019.pdf>

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

Complete if applicable

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

Candidate is a foreign national. If yes: How long has candidate resided in United States _____

Does candidate have a Social Security Number? Yes No

Background checks:

Non-Student Hourly -- *Mandatory

Student Hourly --*Contingent upon job duties and must be completed if any of the following apply. (Check all that apply or mark as none of the above)

- 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

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) Ag Business Center staff will contact candidate to set appointment for new-hire paperwork process.

New hire will need to provide:

- 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