

RIT Student Employment Hire/Rehire Form

Type of Hire: ☐ Regular Student Employee
 ☐ Community Service
 ☐ Co-op

Job Number: _____

Where is this job located? ☐ On Campus ☐ Off Campus

Where? _____

Last Name: _____

First Name: _____

University ID #: _____

Email: _____

Date of Birth: _____

Sex: ☐ Male ☐ Female

Ethnic Origin: ☐ Alaskan Native or American Indian ☐ Asian ☐ African American
 ☐ Caucasian ☐ Hispanic or Latino ☐ Native Hawaiian / Other Pacific Islander

Address (US Citizens use permanent **HOME** address; International students use **LOCAL** address)

Street: _____

City: _____

County: _____

State / Zip: _____

Start Date: ____ / ____ / ____
 Day / Mo / Year

Refer to Bi-
Weekly Pay
Schedule for
dates.

End Date: ____ / ____ / ____
 Day / Mo / Year

FOR SEO USE ONLY

EMP #: _____ MAILSTOP : _____

I-9: _____ VISA : _____ VISA EXP: _____

F _____ W _____ SP _____ SU _____

COMMENTS: _____

Hourly Wage: \$ _____

#Hours / Week: _____

Account Number: _____

Authorized Signature *: _____

Date: _____

Contact (Please Print): _____

Phone: _____

Email: _____

(Person SEO can contact in case there is a question regarding this form.)

Department Name: _____

Phone: _____

Email: _____

ISS Only: Verification of Employment Eligibility

Signature of Designated School Official: _____

Signatory's Name and Title: _____

Nature of Employment: _____

Student Status (circle): F-1 J-1

Phone: 585-475-6943

EIN: 16-07431401