

RIT Student Employment Hire/Rehire Form

ALL information on this form is REQUIRED. Please fill out COMPLETELY.

Type of Hire: ☐ Regular Student Employee
☐ Community Service
☐ Co-op (Must include hours/week)

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: _____

FOR SEO USE ONLY

EMP #: _____ MAILSTOP : _____

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

F _____ W _____ SP _____ SU _____

COMMENTS: _____

Start Date

End Date

____/____/____
Day/Mo/Year

____/____/____
Day/Mo/Year

Refer to Bi-weekly pay schedule for dates

ALL GRANT ACCOUNTS BEGINNING
WITH '3' OR ANY LETTER MUST HAVE AN
END DATE

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: _____

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

Phone: 585-475-6943

EIN: 16-07431401

Nature of Employment: _____