CHRISTOPHER NEWPORT UNIVERSITY

Student Hiring Document

Christopher Newport University, an EO Employer, is fully committed to Access and Opportunity

For questions regarding the application process, please contact
Payroll Department
Newport Hall, Suite 100
(757)594-7416

SECTION I   (To be completed by the student, please print)

Student ID Number: _____   Email: _____

Name (*Last, First, MI*): Mr. Ms. Mrs.   _____

Daytime Phone Number: (_____) _____

> Please indicate if you are eligible for or have been approved for the **Federal Work Study** program.
>
> ☐ Yes   ☐ No

Mailing Address: (*Street, City, State, Zip*): _____

_____

Academic Major: _____   ☐ Undergraduate Student (Enrolled 6+ credit hours)
Expected Graduation Date: _____   ☐ Graduate Student (Enrolled 3+ credit hours)

Currently employed by CNU?   ☐ No   ☐ Yes

If yes: Hours per week: _____   Supervisor: _____
             Hourly rate: _____   Department: _____

SECTION II (To be completed by the student once hired for the position.)

My signature below certifies that I am a student at CNU, and that the information provided above is complete and correct. I have read and understand Policy 1302, Student Employment located on http://cnu.edu/businessoffice/pdf/studentemploymentpolicy1302.pdf. In addition, I understand that direct deposit is a requirement of employment.

Student Signature: _____   **Date**: _____

SECTION III   (To be completed by the Department Chair or Supervisor)

Department: _____ _____   Actual Employment Date*(1st day of work): _____ ____
CNU Career Connect Job ID: _____   Date range position was posted: Start: _____ to End: _____
*Note: Positions must be posted in CNU Career Connect for a minimum of 48 hours. Student cannot begin employment until all required Federal paperwork is completed.

Account Number: _____   Hourly Rate: _____ (Refer to Student Employment Wage
Position: _____   Scale, Policy 1303, located on http://hr.cnu.edu/policies.html.)

My signature below certifies that the position was posted for a minimum of 48 hours on CNU Career Connect. I have read and understand Policy 1302 Student Employment, of which can be found at http://cnu.edu/businessoffice/pdf/studentemploymentpolicy1302.pdf. Additionally, I confirm that the student will not begin work until all required Federal documentation has been received.

Hiring Manager Signature: _____   Banner I.D. #: _____   Date: _____ ____

Please Print Name: _____

Primary Timesheet Approver Signature: _____   Banner I.D. #: _____   Date: _____

Please Print Name: _____

Secondary Timesheet Approver Signature: _____   Banner I.D. #: _____   Date: _____

Please Print Name: _____