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TIPS ON FILLING OUT HIRING FORMS

1. ***Personal Information Form***
Complete both pages making sure to sign and date at bottom of page 2.
2. ***Form I-9 Employment Eligibility Verification***
Complete Section 1 – making sure to sign and date.
Our office will fill Section 2. You will need to send a photo copy of your Passport OR a Driver's license and U.S. Social Security Card. Other documents are acceptable so look at Page 3 for a complete list if you have any questions.
3. ***Form W-4*** determines how much is taken out in taxes. The top part of form is a worksheet for your use and the bottom is what is submitted by our office. Please make sure to specify your deductions, sign and date.
4. ***Direct Deposit Form***
If you wish to have your paychecks deposited into your bank account, please fill out this form and make sure to return it with a VOIDED CHECK if you have one. The University does a test run with your bank so prefers to have a voided check to use to verify your account information. You can also send a photocopy of a check and write "VOID" across the copy.
5. ***Authorization to Mail Check Form***
If you do decide to use Direct Deposit – your first check will be mailed to the address you use on your "Personal Information Form" unless you prefer the check is mailed to a different address. Use this form to let us know where to mail your first check or all your checks if you do not use direct deposit.
6. ***Federal Volunteer Form***
You may be asked to drive one of our Federal vehicles. You will need to fill out this form which authorizes you to drive. It states that you understand that you are a Volunteer and not a Federal Employee. Fill in appropriate areas – sign and date at bottom. If you are under 18 years of age, your parent/guardian will also need to sign and date.
7. ***Selective Service Form***
Only males need to fill out this form.
8. ***Workers Compensation Form***
Everyone fills out. Indicate whether you have had a work related injury in the past, and which state was it filed in. Indicate whether you have any physical limitations due to a past injury. Fill out bottom, sign and date, etc.
9. ***Decedent's Warrant***
Please fill out the information of the person you would want to receive your last paycheck in case something was to happen to you in the field. You do not need to worry about providing their social security number at this time.
10. ***Vehicles Rules***
You may be asked to drive one of our Unit vehicles in the field. Read over, sign and date at bottom.