

Allegheny College
Non Allegheny Student
SUMMER/WINTER BREAK EMPLOYMENT FORM

NOTE: Hiring of Non Allegheny students is considered an exception to the summer employment policy and requires signed authorization from your respective AEC member on this form.

EMPLOYEE INFORMATION (To be completed by Employee)

Name: _____ ID#: _____
(will be assigned in H.R.)

Complete Home Address: _____

Phone Number: _____ Date of Birth: _____

Are you related to another Allegheny employee? ___ Yes ___ No If yes, what is the relationship and name of employee to whom you are related? _____

Are you enrolled in college? ___ Yes ___ No IF yes, name of College _____

POSITION INFORMATION (To be completed by Supervisor and approved by AEC Member)

Department: _____ Supervisor: _____

Job Title: _____ Account Number to be charged: ___ - ___ - 5320 - ___

Rate of Pay: _____ Average Hours/Week: _____

Beginning Date of Employment: _____

Projected Ending Date of Employment: _____

Signatures Required: (obtain in order as they are listed)

Supervisor's Signature: _____ Date: _____

Financial Aid Office – Rate approval – Signature: _____ Date: _____

AEC Signature: _____ Date: _____

Note: Please send this form and monthly time sheet for Non-Allegheny Student Employees to Chris Cramer, Box 4.

HR OFFICE USE ONLY

I9
W-4
Local Residency Certification Form
Workers Comp
Drug Free Workplace
LST Tax Exemption Certificate (If Applicable)
Confidentiality and Data Security Agreement (2)
Monthly Time Sheet
Direct Deposit Form