

Allegheny College
Non Allegheny Student
SUMMER/WINTER BREAK EMPLOYMENT FORM

NOTE: Hiring of Non Allegheny students or recently graduated Allegheny students (who are eligible to work from the date of graduation until a date prior to the first day of the next semester) is considered an exception to the summer employment policy and requires signed authorization from your respective Cabinet 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? _____

You must be a recent Allegheny graduate or currently attending another College/University.

Name of College/University _____ Graduation Year _____

POSITION INFORMATION (To be completed by Supervisor and approved by Cabinet 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: _____

Cabinet Member Signature: _____ Date: _____

Note: Please send this form, once all signatures have been obtained, to the Human Resource Office, Box 4.

HR OFFICE USE ONLY

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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

(Rev. May 2024)