

Student Assistant Hiring Form

PART I

Date: _____ Social Security # _____

Citizenship (check one): U.S. Immigrant Non-immigrant/Type of visa: _____
Valid From: _____ To: _____

Name: _____
Last First MI Phone Number

Residential Address: _____
(Street) (City) (State) (Zip Code)

Currently Enrolled as CSUDH Student: Yes No Class Level: Freshman Junior
Sophomore Senior Graduate

No. of Units: _____ Major: _____ Expected Graduation Date: _____

Previous employment at CSU Dominguez Hills? Yes No
If yes, where? _____

Emergency contact: _____
Name Phone

I certify that I have read my Position Description and agree to the terms of employment. I understand that I will receive payment only for work performed upon submission of the required pay voucher and that I will be expected to perform my job duties in a responsible manner. I will not work as a Student Assistant and as a Work Study simultaneously and will not work more than two jobs simultaneously.

Student's Signature: _____ Date: _____

PART II

Request to hire the above-named student for the position of _____
Job Title

Department ID _____ Unit _____ Class _____ PeopleSoft Position# _____

Effective Date _____ Level _____ Step _____

Salary Per Hour \$ _____

We certify that we have read, understand, and will abide by the conditions in the current Attendance Reporting Procedural Manual; certify the availability of funds to pay the employee; and will submit pay vouchers on the required due dates. We also certify that this student is a currently enrolled at California State University, Dominguez Hills.

Supervisor _____ Date _____

Approved (Pres., Vice Pres., Dean, Director) _____ Date _____

PART III

If the student is on an F-1 Visa, the supervisor must sign the statement below.

I certify that this student will not displace a U.S. Citizen or Permanent Resident and may work up to 20 hours per week during the academic year, and full-time during the summer and other vacation periods.

Supervisor

Date

The following certification must be completed by the Foreign Student Advisor.

I certify that this student is in good academic standing and enrolled in a full course of study.

Foreign Student Advisor

Date

CSUDH is an Equal Opportunity Employer

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources Office at (310) 243- 3771