Federal Work-Study Program
Student Information

_____ _____
Last Name **First Name** **MI** **SSN**

_____ _____
Email Address **Date of Birth**

Permanent Address: _____ Telephone: _____
Street

_____
City State Zip

Local Address: _____ Telephone:_____
Street

_____
City State Zip

_____

Refer to the checklist below to determine what additional information you must submit to the FWS Office *before* you begin working. You cannot work until all paperwork is **complete**.
Bring this form to the FWS Office, 128-C Funkhouser Bldg. for a new job assignment form and information packet.

Checklist to be completed ***before*** beginning any FWS job:

☐ **Completed Job Assignment form.** This is required for both returning and new workers. A new form must be completed and returned to the FWS Office for the Fall/Spring and Summer terms.

Items Required of New Hires *:

☐ **I-9.** The I-9 form is a Federal requirement for employment in the United States for which individuals provide documentation establishing both identity and employment eligibility. I-9 forms are obtained from Human Resources, 112 Scovell Hall. Take an original Social Security card (not laminated) or birth certificate, and some form of picture I.D. or a U.S. Passport with you to obtain an I-9.

Who must complete an I-9 Form for Work-Study jobs:
*All new UK employees (regular, temporary, and student).
*Any former UK employee (United States citizens only) returning to the University after 1 year.
*Non-citizens of the United States who return to employment with the University after any period of separation.
*** Background Checks must be done on all new hires needing an I-9.** The criminal check is processed by the FWS Office prior to obtaining your I-9.

☐ **Drug Free Policy Notification Form.** The University of Kentucky is a drug-free workplace. The **"**Drug Free Policy Notification Form" is required for all new employees and must be completed before beginning work at the University. This form is obtained from Human Resources, 112 Scovell Hall.

☐ **Race/Ethnicity Disclosure Form.** University requirement beginning July 27, 2009 for new hires in response to revised guidelines established by the U.S. Department of Education which seeks to improve the accuracy of diversity reporting. This form is obtained from Human Resources, 112 Scovell Hall.

☐ **W-4 & K-4 Tax Forms.** All new employees must complete tax information. Returning students must also complete new forms annually to maintain tax exempt status.

☐ **Direct Deposit Forms.** Include a voided check. Remember to sign the direct deposit form. Returning students complete if information has changed.

***New Hire: Someone who has not been employed at the University within the past year.**