

# Federal Work-Study Program Student Information

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>SSN</b>
<b>E-mail Address</b>			<b>Date of Birth</b>
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 Work-Study Office *before* you begin working. You cannot work until all paperwork is **complete**. Bring this form to the Work-Study Office, 128-C Funkhouser Bldg. for a new job assignment form and information packet.

Checklist to be completed *before* beginning any Work-Study job:

- Secure a new job assignment form for your supervisor to complete.** A new form must be completed and returned to the Work-Study Office for the summer and/or the fall/spring terms.
  
- 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 hiring supervisor 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.
  
- W-4 & K-4 Tax Forms.** All new employees must complete tax information. Returning students must also complete new forms annually.
  
- Direct Deposit Forms.** Include a voided check. Remember to sign the direct deposit form.