



Division of Student Affairs
Office for Student Financial Affairs

S-107 Criser Hall
P.O. Box 114025
Gainesville, Florida 32611-4025
Tel. (352) 392-1275
Fax (352) 392-2861
www.sfa.ufl.edu/

Federal Community Service Checklist

When hiring or rehiring a federal work study student, this checklist is required and will help ensure all necessary paperwork is completed. Please send completed checklist and all paperwork to:

Student Employment
P.O. Box 114025
Gainesville, FL 32611-4025
Fax: 352-392-2861

Agency Name: _____ Contact Person: _____

Phone Number: _____ Agency Address: _____

Student Name: _____ UFID: _____

Hire Date: _____ Pay Rate: _____

Required Paperwork:

OPS Application

Emergency Contact

Employment Questionnaire

4-in-1 Form (Loyalty Oath)

I-9 with supporting documents (copy of items used on I-9, i.e. social security card etc.)

W-4 with copy of social security card

Selective Service Registration

Work Permit