

## New Hire Information Form Federal Work Study - Federal Community Service Program

**When hiring or rehiring a Federal Work Study student, this form will be required to initiate the new hire process upon applicant's acceptance of offer. Please send from through mail, facsimile, or an email attachment.**

<b>Email (preferred method):</b> student_employment@sfa.ufl.edu	<b>Facsimile Number:</b> Attention to Student Employment 352-392-2861	<b>Mailing Address:</b> Attention to Student Employment P.O. Box 114025, Gainesville, Florida 32611-4025
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### Agency Information Note: All fields are required

Organization Name	Address
Contact Person	Contact Person Email Address
Telephone Number	

### Applicant Information Note: All Fields are required

Student's Name	UFID -
Hire Date	Pay Rate (per hour) \$
Student's Email Address	

### Special Instructions:

Once this completed form has been submitted to Student Employment, an email will be generated to the prospective hire to complete required new hire paperwork electronically. If the new hire fails to complete the electronic paperwork, s/he may **not** commence employment. As soon as the applicant completes this process, s/he must come to the Student Employment Office in S-107 Criser Hall on the **date of hire or earlier** to present the original documents used on the electronic Form I-9. In addition, the applicant will need to complete and notarize the Loyalty Oath (2-in-1 Form). The Student Employment Office will notify your agency once the new hire process has successfully been completed.

**NOTE: STUDENT MAY NOT BEGIN TO WORK UNTIL NOTIFICATION FROM THE UF STUDENT EMPLOYMENT OFFICE HAS BEEN RECEIVED BY YOUR AGENCY.**