YALE UNIVERSITY
School of Forestry
& Environmental Studies

Please return this completed Eligibility Form to Linda Jacobs in the F&ES
Office of Admissions and Financial Aid (Sage Hall, Room 5B) for processing.

2012-2013 F&ES Student Assistant Eligibility Form

This form is required for all students seeking F&ES Student Assistantship positions.

1. *Students may not begin work until their eligibility is confirmed by the Office of Admissions and Financial Aid AND*
2. *The following underline employment forms are completed and returned to F&ES Human Resources (Sage Hall, Room 31) AND:*
   - ➤ **Federal Tax Withholding Form W-4**
   - ➤ **State Tax Withholding Form CT W-4**
   - ➤ **Direct Deposit Authorization Form**
3. *The* **Federal Employment Eligibility Verification Form I-9** *is completed and returned to any of the locations listed at*
http://www.yale.edu/hronline/employeeservices/documents/yale-i-9-centers

All employment forms are available from F&ES Human Resources, Yale Student Employment (246 Church Street, Lower Level, Room B05) and online at
https://www.yalestudentjobs.org/

International students may wish to discuss tax implications with representatives of the Yale International Tax Office.

Returning Student Assistants who have already submitted the above employment forms need only complete this F&ES Student Assistant Eligibility Form.

Incomplete or unsigned applications/forms will not be processed and will be returned to the student.

STUDENT INFORMATION (To be completed by the Student)

Date _____ Student ID # _____ Hire Date _____

Name _____ Net ID _____ Date of Birth_____

E-mail address _____ Telephone # _____

Is this your only job at Yale? ( ) Yes ( ) No

If no, where else do you work? _____ Supervisor's Name_____
_____

STUDENT JOB INFORMATION (To be completed by the Supervisor)

Job Title of Student Assistant (as it appears on the Yale Student Employment website; include reference number, if possible)

_____

Student Assistant is being hired for the ( ) Academic Year or ( ) Fall only or ( ) Spring only

Student Assistants may not work more than 19 hours per week when classes are in session and 40 hours per week during academic breaks (hours represent total of hours worked at all jobs at the University). A supervisor's signature on a underline weekly electronic timesheet is required to verify and approve hours worked.
_____

Student's Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____