# Stanford Student/High School Student Application Form

This application is for work during (**spring summer fall winter**) quarter. (circle all that apply)

A. Applicant Completes:					EmplID:(SUID Number)							
Date:					(5	oib ruine	,(1)					
Name												
Last Mailing Address				First			Middle Initial					
Street					City State			State	Zip			
Local Address Phone												
Email Account						<del></del>						
Stanford student?	No	Yes	SU ID#		Year in School (e.g., soph		omore)		Co-term?			
Current SUL/AIR or SU Press Employee?	No	Yes	Where?		# H	Hours/Week	eek Supervisor				Phone #	
Current SU employee?	No	Yes	Where?		# F	lours/Week	Supervisor				Phone #	
Do you plan to con	tinue wo	orking at	the other jo	bb?								
Previous SU employee?				When?				Dept.				
Indicate next to	o the d	lays yo	ou can wo	ork, th	e ho	urs you a	ire a	vailable:				
Monday	Tuesda	ay	Wednesd	ay	Thursday F		Frida	ay	Saturday		Sunday	
						<u> </u>						
Willing to work weekends? yes no			no	Willing to work		vork e	evenings? yes		yes		no	
Skills, which q	ualify <u>y</u>	you fo	r this pos	sition,	e.g.	Languag	es:					

rev. 3/26/08

Number of quarters worked at

Su Libraries: \_\_\_\_\_

## **B. Student Employee Completes After Hire:**

#### Personal Information:

	_	
Date of birth:	Female	Male
Social Security #		

### **Citizenship Information (required)**

Country of Citizenship: Visa Expiration Date: Type of Visa:

Ethnicity (optional):

Hispanic/Latino Asian Black/African American

American Indian/Alaska Native Non-Minority Native Hawaiian/Other Pacific Islander

## **C. Hiring Supervisor Completes:**

Check Route Code (4 digir	number): <u>3102</u>			
Work Assignment Dept Co Library/Dept Name:	, ,	•		
PTAE (aka Oracle Accoun	t): <u>1026627-1-AABN</u>	K		
Start Date				
End Date				
Hourly Wage				
Hours per week :	40 HOURS			
Supervisor's Name:	CISCO BARRON			
Telephone: 650-725.	.2071 F <sub>-</sub>	mail account :	CISCO@RESCOMP STANFORD EDIT	

#### **Please Note:**

For all people new to the Stanford University Payroll system please note the following:

- I-9 and clear photocopies of documents must accompany this application. (Please be sure to use Photo setting on the copier--Payroll will reject if copies unclear.)
- The Tax Data Form (W-4/DE-4) may be submitted on paper or completed online. The paper form is located at http://co/resources/forms/payroll.html
- The Direct Deposit Form may be submitted on paper or completed online. The paper form is located at <a href="http://co/resources/forms/payroll.html">http://co/resources/forms/payroll.html</a>
- The SU Patent Agreement (SU-18) is required and must be completed online. The online form is located at <a href="https://axess.stanford.edu">https://axess.stanford.edu</a>.
- The online tax forms and direct deposit are located at <a href="https://axess.stanford.edu">https://axess.stanford.edu</a>.
- Before accessing Axess, the new employee must obtain a SUNet ID located at <a href="https://sunetid.stanford.edu">https://sunetid.stanford.edu</a>.
- Kronos is available in Axess located at <a href="https://axess.stanford.edu">https://axess.stanford.edu</a>. Before any hours can be entered he/she must have a SUNet ID.