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: _____

Name _____
Last First Middle Initial

Mailing Address _____
Street City State Zip

Local Address _____

Phone _____

Email Account _____

Stanford student?	No	Yes	SU ID #	Year in School (e.g., sophomore)		Co-term?
Current SUL/AIR or SU Press Employee?	No	Yes	Where?	# Hours/Week	Supervisor	Phone #
Current SU employee?	No	Yes	Where?	# Hours/Week	Supervisor	Phone #

Do you plan to continue working at the other job? _____

Previous SU employee? When? Dept.

Indicate next to the days you can work, the hours you are available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Willing to work weekends?	yes	no	Willing to work evenings?	yes	no

Skills, which qualify you for this position, e.g. Languages:

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 digit number) : 3102

Work Assignment Dept Code (e.g. JRIM) (aka Org Code): JESA

Library/Dept Name: RESIDENTIAL COMPUTING

PTAE (aka Oracle Account): 1026719-1-AABNK

Start Date _____

End Date _____

Hourly Wage _____

Hours per week : HOURS

Supervisor's Name: SINDY LEE Date_____

Telephone: 650-725-2739 E-mail account : SINDY@RESCOMP.STANFORD.EDU

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 http://co/resources/forms/payroll.html
- The SU Patent Agreement (SU-18) is required and must be completed online. The online form is located at https://axess.stanford.edu.
- The online tax forms and direct deposit are located at https://axess.stanford.edu.
- Before accessing Axess, the new employee must obtain a SUNet ID located at https://sunetid.stanford.edu.
- Kronos is available in Axess located at https://axess.stanford.edu. Before any hours can be entered he/she must have a SUNet ID.