

Questrom School of Business  
**Student Employment Hiring Form**

Note: All sections of this form must be completed. Incomplete forms will be returned.

**Please submit in PDF format.**

---

**EMPLOYEE PERSONAL INFORMATION** (to be completed by Employee)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
BUID

\_\_\_\_\_  
Email

Are you a(n):

- Undergrad student
- Graduate student\*

*\*Doctoral students cannot be hired for add'l jobs.*

Work Authorization Status:

- US Citizen or Permanent Resident
- International Citizen

Have you worked on campus before:

- Yes
- No \*You will need to complete an I-9 before beginning work

Do you have other job(s) on campus:

- Yes, hours per week: \_\_\_\_\_
- No

Do you have a work study award?

Yes

No

WS is granted through student's financial aid package and covers 70% of work compensation

---

**WORK ASSIGNMENT** (to be completed by Supervisor)

**Department Support**

**Teaching Assistant**

Pay Rates: Undergraduate \$15; Graduate \$20.60 (BUGWU)

Head TA\*

**Research Assistant**

Pay Rates: Undergraduate \$15-16; Graduate \$20.60-22 (BUGWU)

\*only for courses with >10 TAs

**One-Time Payment**

Total Compensation: \_\_\_\_\_ Type of Work: \_\_\_\_\_

\_\_\_\_\_  
Department

\_\_\_\_\_  
Course Number/Section (if applicable)

\$ \_\_\_\_\_

Pay Rate

Approximate Hours/Week

Account/Cost Center

Employment Duration:

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

---

Supervisor Name(s): \_\_\_\_\_

Primary Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_