



Application for On-Campus Student Employment

Name _____

Student I.D. # _____

CCAD e-mail _____

Local Phone _____

Local Address _____

- Take this application, signed by the Supervisor, to the One Stop Student Services desk.
- In order to be paid, appropriate identification documents as defined on the back of this form must be presented and tax forms must be completed **before** you start working.
- Hiring stipulation contingent upon enrollment with CCAD.
- I have read the job description and completed the Financial Aid Application with the college. I know my employment will end should I have poor job performance, discontinue student status or upon my graduation.
- I also understand this position could be paid under the Federal Work Study Program if applicable.
- Please check with your bank to make sure you understand their direct deposit policies. There is usually a delay in it activating and you might receive a "live" check before direct deposit becomes active.
- I take responsibility for reading and abiding by the policies of the CCAD Student Employee Handbook.

Student
Signature _____ Date _____

For Official Use Only

Supervisor Signature/Employment Approval: _____

Department: _____

Term _____ FINAID _____ I9 _____ Direct Deposit YES _____

Year _____ Previous Employee _____ W4 _____ NO _____

LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. Certificate of Naturalization (<i>Form N-550 or N-570</i>)		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization		4. Voter's registration card		4. Native American tribal document
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>Form I-151 or I-551</i>)		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (<i>Form I-197</i>)
6. Unexpired Temporary Resident Card (<i>Form I-688</i>)		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
7. Unexpired Employment Authorization Card (<i>Form I-688A</i>)		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
8. Unexpired Reentry Permit (<i>Form I-327</i>)		8. Native American tribal document		
9. Unexpired Refugee Travel Document (<i>Form I-571</i>)		9. Driver's license issued by a Canadian government authority		
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (<i>Form I-688B</i>)		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL

I hereby authorize Columbus College of Art & Design to credit my bank account listed below and to authorize the bank to credit the same to my account.

This authority is to remain in effect until revoked by me in writing or by my termination of employment with Columbus College of Art & Design.

I must notify Human Resources if I closed my account or change account numbers.

Please check with your bank to make sure you understand their direct deposit policies. There is usually a delay in it activating and you might receive a “live” check before direct deposit becomes active.

Bank Name

Transit/ABA # (first set of 9 numbers on the left bottom of check)

Account Number (second set of numbers from the left on bottom of check)

Account Type (circle one)

Checking

Savings

Student Signature

DATE

Print Student Name

Please return this form along with a voided check to the Human Resources Department in the Administration Building or to the One Stop

Attach Check Here