

WORK INITIATIVE HIRING FORM
(SUBMIT TO MERRILL CTR. PRIOR TO COMPLETING WORK AUTHO.)

SUMMER 2018 AND AY 2018-2019

Division/Department: _____

Hiring Supervisor: _____

Student Name: _____

Student ID: _____

Job Title: _____

Summer 2018 _____

Fall 2018 _____

Spring 2019 _____

Additional Information:

- **Work Initiative Hiring Form** needs to be completed by the supervisor requesting the hiring of a student employee for an approved work initiative position. The completed form must be provided to the Merrill Center prior to the student beginning work.
- **Before beginning work** the Student Employment Work Authorization Form received by the student must be completed and returned to Merrill Ctr. along with any other needed hiring paperwork.
- **For new student workers** who have not held a job on campus, the student must first complete their hiring packet which includes: Work Authorization, I-9, W-4, and Break Waiver. The student will not be able to work until all documents are completed and returned to the Merrill Center.

Merrill Center Student Services/Financial Aid
Merrill Hall, 224 Main Street
Farmington, ME 04938
Office hours are 9 a.m. to 4:00 p.m. Monday thru Friday.
207-778-7107