

## Work Authorization Form

**Belmont Student Employment and Federal Work-Study Program  
Belmont University, Nashville, TN 37212**

### PART I – STUDENT EMPLOYEE SECTION

B \_\_\_\_\_  
BUID \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_

Preferred E-mail Address \_\_\_\_\_

1. Have you ever held an on-campus job with Belmont? Yes  No

✓ **If YES**, you do not need to complete any additional New Hire Paperwork.

✓ **If NO (or you previously worked for Event and/or Dining Services)**, New Hire Paperwork must be completed and sent to SFS before you can begin working.

2. Do you hold another job on campus? Yes  No

If yes, list the job title and department \_\_\_\_\_

*\*\*I agree to the conditions of employment and accept the position indicated below contingent upon verification of employment eligibility. I understand I am not eligible to begin working until SFS approves my start date.\*\**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

### PART II –SUPERVISOR'S INFORMATION

Requested Start Date: \_\_\_\_\_ *The authorized start date will be established by SFS based on employment eligibility.*

Print Supervisor Name \_\_\_\_\_

Job Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

### PART III –WORK AUTHORIZATION (SFS USE ONLY)

BSE  FWS

W-4  I-9  DIRECT DEPOSIT

AUTHORIZATION EMAIL SENT TO: STUDENT \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

SFS STAFF SIGNATURE/DATE \_\_\_\_\_

Student's Auth Start Date \_\_\_\_\_