Student Employment Checklist

NEW STUDENT WORKERS  (Beginning Employment 2015-16)

☐ SMC Student Employment Application/Contract
☐ FERPA Training Completion/ and Confidentiality Agreement/Memo
☐ W-4 form (federal withholding)
☐ DE-4 (state withholding)
☐ Student Employee Emergency Information/Warrant Recipient Designation Form
☐ I-9 Form (see back of this form for documents to include with your application)
☐ Disclosure of Conviction Record Form
☐ Proof of Employment Eligibility (see back of I-9 form for list of acceptable documents)
☐ Live Scan Fingerprint Form
☐ Mandated Reporter Status Form
☐ Student Leave Form
☐ TB Test (if applicable)

INTERNATIONAL STUDENTS (F-1) must also include copies of these documents:

☐ I-20 Form
☐ I-94 Form
☐ Foreign Passport

CONTINUING STUDENT WORKERS  (Employed at SMC in 2014-15)

☐ SMC Student Employment Application/Contract
☐ FERPA Training Completion/ and Confidentiality Agreement/Memo
☐ Mandated Reporter Status Form
☐ Student Leave Form

Please Note: Once your papers have been processed, your supervisor will be contacted by the SMC Financial Aid Office. Your supervisor will then inform you of your “start date.”