FWS Contract Check List

√ Please make sure the following are completed in full before submitting to the Student Employment Office. Please print legibly to avoid mistakes.

Student Employment Information Form:

□ All information on this sheet needs to be completed in full.
□ Student’s signature is required at bottom of page.

FWS Program Contract:

□ Job Description is completed. (needed to determine if qualified for community service funding)
□ All information is completed by the department down to “Student Information”.
□ Student has completed all necessary information.
□ PAF authorized departmental signatures are required.
□ Student’s signature is required.

Form W-4:

□ Bottom of W-4 needs to be completed in full.
□ Student’s signature and date required.
□ Only line 5 or line 7 (Exempt) to be completed. After the student has decided upon either claiming allowances or putting exempt, please leave the other line completely blank.

I-9:

□ Go Paperless!
□ Ask your student to proceed to www.NewI-9.com to complete section 1.
□ Then you student may proceed to Student Employment where section two will be completed and valid documents verified/reviewed.
   OR
□ The Paper form may be completed and submitted. This form must be the current form requested by the Department of Homeland Security.
□ Student’s signature and date is required.
□ All of section two is to be completed by the Employer. (Please see the back of the form for a list of acceptable documents)

Personal Information Form:

□ New Hires Only: Students need to complete in full

Direct Deposit/Emergency Contact:

□ Please refer the student to C2HR: https://webapp.mis.vanderbilt.edu/c2hr

√ Once all forms are completed please send them to:
Attention: Tracey Jackson, Office of Student Employment via internal mail or have the student come by with the completed paperwork to 2309 West End Avenue.