

## Federal Work- Study Student Hiring Form

Complete this form when a Federal Work-Study Student is hired

Preparer Name: \_\_\_\_\_

Preparer Email and Extension: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Organization number: \_\_\_\_\_

Student Job Title: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Campus- Wide Identification Number (CWID) : \_\_\_\_\_

Agency Name: Illinois Institute of Technology

Agency Address: 10 W. 35th Street, Chicago, IL 60616

Supervisor Name: \_\_\_\_\_

Supervisor email address: \_\_\_\_\_

Anticipated Start Date \*: \_\_\_\_\_

\*students may not begin working until their employment documents are submitted and approved.

End Date:

Typically whichever occurs first: the end of the semester, or when all FWS funds have been exhausted

FWS Contact: Andrea Watkins, Associate Director, Federal Work-Study Compliance

Return completed form to Andrea Watkins: [awatkin3@iit.edu](mailto:awatkin3@iit.edu)

Please notify me immediately if the student ceases reporting to work, or if you have any issues or concerns with student performance.