

I attest that all information herein is true and complete to the best of my knowledge. I understand that the information on this application is provided to secure employment with Bard College and this application does not serve to create an employment contract between Bard College and the applicant. I further understand that accepting employment with Bard College means that I agree to accept and adhere to all policies and procedures of employment. I recognize that any employment received may be modified or terminated, at any time, based on the business needs of the College and the seasonal requirements of the tasks associated with the position.

Signature

Date

Student Employment Office Section – To be filled in by Student Employment Manager

_____ Work Study _____ CE/NWS _____ Non-WS _____ Resident

CWS Allocation: _____

CE Allocation: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> Completed W-4 | <input type="checkbox"/> Completed W-7 (ITIN) | <input type="checkbox"/> Completed IT-204 |
| <input type="checkbox"/> Completed I-9 | <input type="checkbox"/> Eligibility documents on file | <input type="checkbox"/> I-20/DS 2019 copied |
| <input type="checkbox"/> Visa copied | <input type="checkbox"/> Passport copied | <input type="checkbox"/> I-94 front and back copied |
| <input type="checkbox"/> FNIS E-Mail Sent | <input type="checkbox"/> F-1 met w/Student Advisor | <input type="checkbox"/> Social Security Card copied |
| <input type="checkbox"/> Payroll Schedule Given | <input type="checkbox"/> Student Brochure Given | |

Signature

Date Cleared