



## 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.*