

## Student Employment Questionnaire

In order to process your employment, you are required to complete the following questions and provide documentation. Please email all required documentation to your hiring manager.

**\*\*Do not email your social security number or card.**

- **Do you have US Social Security Number?**

☐ Yes

☐ **No** *Because you indicated that you don't currently have a SSN, you will need a copy of your employment offer to apply for your Social Security Number through International Student Services (ISS). Please obtain this letter from the HRPR Office in the Eastmark building, after which you may bring it to ISS for review. An ISS advisor will endorse the job offer letter if it meets the Social Security Administration's standards, so that you can apply for your SSN. ISS will send you an email notification when your endorsed letter is ready for pick up. Please email [hrpr@tamu.edu](mailto:hrpr@tamu.edu) if you have any questions.*

- **Please provide your FULL legal name and date of birth.**

(mm/dd/yyyy) Enter Name in th Box Below

- **Are you an international Student?** ☐ No ☐ Yes (If you are an international student, you may be required to bring additional documentation to your new hire session or may have additional steps before hire to verify eligibility for employment. Please review it by clicking [here](#))

- As part of your hiring process a **New Student Employee Online Orientation** is required. At the end of the training, you will be directed to download a certificate of completion that you are required to print and upload below. Before beginning this training, please make sure you are able either to print this certificate at the completion of the training or can save it to the device you are using so that you can upload and submit with this form. You will NOT be able to regenerate the certificate at a later date. This training is not iPhone/Safari browser compatible. Please use your computer or an Android phone to do this training. You can access your **New Student Employee Online Orientation** [here](#). Please email a completed copy along with other documents to your hiring manager.

- If you are a male U.S. citizen or male alien resident in the U.S., who are 18 through 25 years of age, you are required to register with Selective Service. Please download and completed the [Selective Service form](#) and email it with the other documents to your hiring manager.

- **Do you have Work Study?** No ☐ Yes (Please provide a copy of your Work Study Certificate)

- Please email **proof of enrollment** to your hiring manager.

- **Have you previously been employed with Texas A&M University or systems?**

No

Yes

- **Are you currently employed with Texas A&M University?**

**No**

**Yes** (If you are currently employed and plan to continue working both positions then your current and future employer must complete the [Dual Employment Template](#).)

**NOTE:** *Please email the following documents (if applicable) to your hiring manager:*

- a. Employee orientation completion certificate*
- b. Completed Selective Service Form*
- c. Work Study Certificate*
- d. Proof of Enrollment (verification of Enrollment form found in the Howdy portal or a copy of your class schedule)*
- e. Completed Student Employment Questionnaire (this form)*

\*Hiring Managers, once you have received this completed form and all required documentation, please use Laserfiche to upload all documents. You may choose to collect these documents during the offer and negotiation stage before you initiate the hire process **or** you may initiate the hire process then return to Laserfiche and upload documents using the Hiring Manager Submit Documents step in your Laserfiche in-box.

Please contact [hrpr@tamu.edu](mailto:hrpr@tamu.edu) if you have any questions.