



University Financial Aid and Scholarship Services

Work-Study Hiring Form for Off-Campus Agencies

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ New Employee at Agency Agency Preferred Hire Date: \_\_\_\_\_

\_\_\_\_\_ Rehire

Student's Aggie ID: \_\_\_\_\_

Name: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_  Male  Female

Phone Number (local): \_\_\_\_\_ NMSU Email \_\_\_\_\_@nmsu.edu

I understand that I may not start working until the hiring process has been finalized and approval from NMSU has been confirmed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above named student will be compensated at an hourly rate of \$\_\_\_\_\_. It is understood that he/she may not start working at this agency until the hiring process has been finalized and approval from NMSU has been confirmed.

Supervisor Name (print clearly): \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only

Org Number: 521050 T-Org: T14463 Index Number: \_\_\_\_\_

Federal Award: \_\_\_\_\_ FA SP SU (circle one) Aid Year \_\_\_\_\_

EPAF Transaction #: \_\_\_\_\_