



EMORY UNIVERSITY

Student Selected for Hire
Form 2024-25

Emory University
Office of Financial Aid
200 Dowman Drive, Suite 300
Atlanta, GA 30322

Phone: 404.727-6039
Fax: 404.727-6709
Email: finaid@emory.edu

TO BE COMPLETED BY THE EMPLOYER

Employer: Complete the form below, leaving no blanks. Illegible forms could result in delay or void of the student hire process, so please print clearly.

Student: Bring this form to the Office of Financial Aid (B. Jones Bldg., 3rd floor), and check in at least 5 minutes early. Complete online orientation, and bring original forms of ID for the I-9 (see below). Students will not be admitted late or without required documents. If you have questions, contact Student Employment Coordinator at 404.727.6039.

Student's Name:	Job Tracking Number:	Job Title:
Supervisor's Name:	Supervisor's Title:	Supervisor's Email:
Affiliate Organization:	Supervisor's Phone:	

Does this position involve supervising other employees?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve animal contact or laboratory work with lab animals?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve work in a laboratory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve work in a Biosafety Level 3 laboratory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve clinical patient contact?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve radioactive materials and/or radiation devices?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve working with human blood, bodily fluids, tissues, cells, or potentially infectious materials?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve working with nonhuman primates (nhp), nhp tissue, body fluids or equipment contaminated by nhp?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve work with animals deliberately given infectious agents and/or involve work above animal Biosafety level 1?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve working with patient information?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve shipping infectious agents or biological materials?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve working with a Class 3B or 4 laser?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will this employee be performing work where respiratory protection will be required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this position involve potential exposure to hazardous chemicals but work outside the laboratory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will this employee need unescorted access to an irradiator?	<input type="checkbox"/> YES <input type="checkbox"/> NO

List A Documents **OR** List B Documents **AND** List C Documents

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	5. Native American tribal document
	5. U.S. Military card or draft record	6. U.S. Citizen ID Card (Form I-197)
	6. Military dependent's ID card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	8. Employment authorization document issued by the Department of Homeland Security
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

List of I-9 Acceptable Forms of ID

In order to complete the I-9 form, you must bring **original, unexpired, not laminated** forms of identification. You must bring:

1. A document from List A
OR
2. Both a document from List B and a document from List C

Emory participates in the E-Verify System, so please note that if you bring documents from List B and List C, the **List B document must be a photo ID.**

Online Orientation

Complete online at:
orientation, <http://apps.hr.emory.edu/Orientation/>

- only required for 1st time employees, or students who have not worked at Emory in 365 days.