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? □ YES □ NO

Does this position involve animal contact or laboratory work with lab animals? □ YES □ NO

Does this position involve work in a laboratory? □ YES □ NO

Does this position involve work in a Biosafety Level 3 laboratory? □ YES □ NO

Does this position involve clinical patient contact? □ YES □ NO

Does this position involve radioactive materials and/or radiation devices? □ YES □ NO

Does this position involve working with human blood, bodily fluids, tissues, cells, or potentially infectious materials? □ YES □ NO

Does this position involve working with nonhuman primates (nhp), nhp tissue, body fluids or equipment contaminated by nhp? □ YES □ NO

Does this position involve work with animals deliberately given infectious agents and/or involve work above animal Biosafety level 1? □ YES □ NO

Does this position involve working with patient information? □ YES □ NO

Does this position involve shipping infectious agents or biological materials? □ YES □ NO

Does this position involve working with a Class 3B or 4 laser? □ YES □ NO

Will this employee be performing work where respiratory protection will be required? □ YES □ NO

Does this position involve potential exposure to hazardous chemicals but work outside the laboratory? □ YES □ NO

Will this employee need unescorted access to an irradiator? □ YES □ NO

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
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.