

Student Personal Information

Student Name: _____ USC ID/STUDENT #: _____

Local Address: _____ Phone #: _____

Personal Email Address: _____ USC Email Address: _____

Does this student have Work study (check one):

Yes No Amount: \$ _____

Hiring Department Information

Department Name: _____ Hiring Manager/Supervisor: _____

Phone: _____ Work Location/Building: _____

Job Offer Details

Job Title: _____ Pay Frequency (circle one): Monthly or Biweekly

Rate of Pay: _____ Account Number (s): _____

STUDENT SIGNATURE **DATE** **HIRING MANAGER SIGNATURE** **DATE**

For Human Resources

Received on: _____ Processing Date: _____ Start Date: _____