

1. Locate employment

- a. Go to the office, in which you are interested in working and ask about openings

OR

- b. The online job bank at [www.unco.edu/careers/](http://www.unco.edu/careers/) - Follow the link to Handshake

NOTE: Do NOT apply for jobs that require Work-Study

NOTE: If you already have a S(address below)

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Your Social Security card should arrive within two (2) to six (6) weeks after you apply. Take this card to your supervisor.

- 3/4 IF YOU DO NOT RECEIVE YOUR SOCIAL SECURITY CARD AFTER 3 WEEKS, TALK WITH AN INTERNATIONAL ADVISOR AT 7 + ( 2 ) , & ( 2 ) \* / 2 % \$ / ( 1 \* \$ \* ( 0 . ( 1 7

Complete all hiring paperwork and submit it to your hiring department/supervisor. Paperwork includes:

D W-4: Employee ¶ VL W K K R (See instructions in this packet)

E I-9: Employment Eligibility Verification

- 3/4 Complete Section 1. Leave the U.S. Social Security Number (SSN) blank if you do not have one yet. The SSN is not required to complete the form, but it is required to pay you.

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- 3/4 Enter your I-94 Number, Foreign Passport Number and Country of Issuance

- 3/4 Sign the form

- 3/4 The supervisor completes Section 2, List A: Identity and Employment Authorization, the supervisor must enter your passport information AND I-94 information. List B and List C are to be left blank

F Direct Deposit form: UNC does not pay by check. All employees will have their paycheck deposited

NOTE TO SUPERVISORS: Retain all hiring paperwork UNTIL the student brings you the original, signed Social Security Card. Copy the Social Security Card and submit the completed packet to HR who will update the

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Some tips for your application:

- ‡ < R X F D O r Z i p t o 2 0 hours per week when school is in session and full-time during the breaks.

- ‡ 2 Q F H \ R X U H F H L Y H \ R X U 6 R F L D O 6 H F X U L W \ F D O N G Y / R w F L D U U S H I F 6 2 P P # 0 6 R X G H &