



Student Hire Request Form

This form should be used by departments to provide Human Resources (HR) with required information for a Criminal Background review to be initiated for a student and other needed information to begin the student hire process.

Please notify student to be on the lookout for an email from HR with a link to complete their background.

Please provide the following information:

Is this individual a current AU Student: Yes No ***If no, you cannot proceed with this hire.***

Is the student currently working as a Student Assistant: Yes No

If Yes, Name of Current Supervisor: _____ Email Address: _____

First Name: _____ Last Name: _____
(As it appears on Social Security Card) *(As it appears on Social Security Card)*

Email Address: _____ Phone Number: _____

Position Number: _____ Title: _____

Department ID: _____ Department: _____

Location: the city and state the position will work: _____

Estimated Hire/Start Date: _____ Department Contact: _____

Please answer the following questions:

Federal Work Study Student: Yes No

If yes, a copy of the Federal Work Study Student approval letter must be included with this submission

Hourly Rate: _____

Will student be working in a lab: Yes No *(Not including teaching labs)*

Date/time you scheduled the student for the Employee Health Appointment (if applicable): _____

Please advise if the **primary work location** for this position is within the Augusta University Medical Center

or other University Health System Clinic Space: Yes No

*****IMPORTANT NOTE** - Students cannot work until notified by the HR Service Center that the student has completed their processing.***