



Office of Financial Aid  
Office of Civic and Community Engagement

Community Service Federal Work Study  
Employment Forms Checklist

*In order to expedite your hiring and ability to begin employment please make sure the following documents are submitted to the Office of Financial Aid.*

- Employment Application
- I-9 Form with acceptable documentation (please refer to form)
- W-4
- DE-4
- Worker's Compensation HR Memo
- Worker's Compensation MPN
- Off-Campus Authorization Form (Part I completed & signed by off-campus employer)