



Music Center (corner of Lakewood Ave. and 6th St.)

732-987-2602

INTENT TO HIRE/ACCEPT

Supervisors: Please complete this form and instruct the student to bring it to the Career Services Office between 9 and 1pm to complete payroll paperwork and orientation. You will be notified when the student is cleared to begin work.

Students: Please call Career Services at 732-987-2292 to arrange a time to complete payroll paperwork and orientation. You will need to present this form along with ID so please bring EITHER 1) a valid passport OR 2) your birth certificate or social security card AND your student ID or Driver's License. If you would like direct deposit, please bring verification from your bank that contains the routing and account number.

Department: _____ **Date** _____

Position: _____

Student: _____

The Career Services office will coordinate with Financial Aid to determine if the student is eligible for Financial Aid and/or with the Office of Finance to confirm availability of budgeted funds.

By signing below you acknowledge that hours and expectations for the position have been discussed and that the student understands that they must complete the requisite paperwork and orientation before he/she can begin working.

Print Supervisor Name

Supervisor Signature

Print Student Name

Student Signature