

# Andrews University

## Employee (non-student) Work Permit

**INSTRUCTIONS:** *Section 1* to be completed by the employing department. Then the employee brings form to the Employment Office for employment eligibility verification of the employee. *Section 2* lists the required documentation they will need to bring if they have not been verified before or if updated documents are needed. *Section 3* will be completed by the Employment Office after they have verified employment eligibility. They will return the form to employee to be brought back to the department. Once department receives the form, the personal action form (PAF—rate sheet, RAF, contract form) can be processed after being received by the Employment Office.

### SECTION 1

Employee Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Expected Start Date: \_\_\_\_\_

Hiring Dept: \_\_\_\_\_ Supervisor—ID#: \_\_\_\_\_ Signature: \_\_\_\_\_

(Please select one)    Faculty/Salaried Staff    Hourly Staff    Temporary Hourly    Contract

### SECTION 2

In order to complete the I-9 employment eligibility verification form, the individual must present **signed original documents**. The following list provides the *most common* sets of documents which qualify.

*For US Citizens or Residents—choose one*

### SECTION 3

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