

**UWF Office of Human Resources
STUDENT INFORMATION AND DECLARATIONS**

Last: _____ First: _____ MI: _____ Maiden: _____

Telephone: _____ Date of Birth: _____

SECTION 1: DEMOGRAPHIC INFORMATION

Submission of personal demographic information is voluntary. Refusal will not subject you to any adverse treatment. See attached for category definitions.

Ethnicity Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No If you have identified yourself as Hispanic or Latino, you are not required to select an additional race category below.	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married
--	---

Race Select one or more races to indicate what you consider yourself to be. <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
--

In accepting this appointment, I hereby declare that my primary endeavors at UWF are to pursue an education, that my purpose in being employed is to support my pursuit of education, and that I am not employed by another state agency in any capacity.

I further understand that:

- Upon termination of this employment, I may not be entitled to unemployment compensation due to this employment,
- If I withdraw from classes, I must immediately notify my hiring department and will be ineligible to continue working as a student employee at UWF,
- If hired as non-UWF student, I must provide proof of enrollment/fee payment from the institution I am attending at the time of hiring and each semester that I am employed at UWF but not enrolled at UWF,
- As an employee eligible for overtime pay for hours worked exceeding 40 hours per work week, it is my responsibility to obtain prior approval from my supervisor prior to working over 40 hours. The 40 hours per workweek limitation includes a combined total of all hours worked for the university, and
- I have received/read the *Social Security Number Collection and Usage by Human Resources* information.

The following documents must be completed and received by Human Resources prior to processing for payroll purposes:

- W-4 Form with copy of the signed Social Security Card (Note: A verification printout with the employee name and Social Security - Number is acceptable until the card is received if I-9 verification is provided),
- I-9 Form and copy of verification documents,
- Loyalty Oath signed in the presence of a Notary Public, and
- Direct Deposit Form with a voided check, copy of savings account I.D., or portion of Higher One Statement with routing and account number (must be forwarded to Financial Services/Bldg. 20E/Attn: Payroll Section).

STUDENT SIGNATURE IS REQUIRED (Please read Declaration before signing.)

I acknowledge that I have reviewed and accept the declaration above as a condition of employment.

Signature: _____

Date:

UWF Office of Human Resources
STUDENT INFORMATION AND DECLARATIONS

Ethnic/Race Categories

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the Black racial groups of Africa - includes Caribbean Islanders and other of African origin.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.