

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

C