

## **Casual Hire Instructions:**

Welcome to Smith!

To complete the hire process, please follow the instructions below in the order that they are outlined.

1. Go to Human Resources at 30 Belmont Avenue with the **Casual Hire Form** completed in full.
2. At Human Resources you will be required to complete several forms, including an I-9 Form for authenticating your identity and eligibility to work in the United States. **You must bring one of the forms of identification from List A or one form of identification from both List B and List C.** If you have any questions regarding the I-9 form, please call the Office of Human Resources at 413-585-2270.

### **List of Acceptable I-9 Documents:**

#### **List A - Documents that Establish Both Identity and Employment Eligibility:**

- U.S. Passport (unexpired)
- Certificate of U.S. Citizenship (*Form N-560 or N-561*)
- Certificate of Naturalization (*Form N-550 or N-570*)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (*INS Form I-551*)
- Unexpired Temporary Resident Card (*INS Form I-688*)
- Unexpired Employment Authorization Card (*INS Form I-688A*)
- Unexpired Reentry Permit (*Form I-327*)
- Unexpired Refugee Travel Document (*Form I-571*)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (*INS Form I-688B or INS Form I-766*)

**OR**

#### **List B - Documents that Establish Identity:**

- Driver's license and ID card issued by a state of outlying possession of the United States provided it contain a photograph or information such as name, date of birth, sex, height, eye color and address
- ID Card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

#### **For persons under age 18 who are unable to present a document listed above:**

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

**AND**

#### **List C - Documents that Establish Employment Eligibility**

- U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (*INS Form I-197*)
- ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
- Unexpired employment authorization document issued by the INS (*other than those listed under List A*)

**Note:** You will not be hired or paid for any services until the I-9 Form is completed and the necessary identification is verified.

3. Once your new hire paperwork has been completed, please submit your hours worked by completing a payment voucher and sending it to the Payroll Office at College Hall 204A.



## Casual Hire Form

All information is required, incomplete forms will not be accepted

**Legal Name** (as shown on your SSN card): \_\_\_\_\_  
(Last) (First) (Middle)

Home Address: \_\_\_\_\_  
(Number & Street) (Apt# or PO Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: ( \_\_\_\_\_ ) - \_\_\_\_\_

**GENDER:**  Male  Female

**MARITAL STATUS:**  Married  Single  Domestic Partner

**DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **SOCIAL SEC #:** \_\_\_\_\_  
(month / day / year)

**Ethnic Category:** Are you Hispanic or Latino?  Yes  No

**Race Category:**

- Asian (including Chinese, Filipino, Indian, Japanese, Korean, Thai, Vietnamese, Taiwanese)
- Black (including African, Caribbean)
- Hispanic (including Central Amer Chicana/Mexican Am, South Amer, Latina, Puerto Rican)
- Native American / Alaskan Native
- Pacific Islander
- White (including Middle Eastern)

**DISABILITIES:** Do you have a physical disability or significant impairment of mobility, vision, hearing or other function for which a reasonable accommodation might be made in order for you to perform the essential functions of your job?

No  Yes (If yes, please identify disability and needed accommodation): \_\_\_\_\_

**MILITARY STATUS:** (If you are a veteran, please check the applicable boxes)

Vietnam Era (8/5/64 - 5/7/75)  Non-Vietnam Era  Disabled veteran

Are you an active member of the National Guard or military reserves?  Yes  No

**Emergency Contact:** \_\_\_\_\_  
(Last) (First) (Middle In.)

Home Address: \_\_\_\_\_  
(Number & Street) (Apt# or PO Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: ( \_\_\_\_\_ ) - \_\_\_\_\_ Relationship: \_\_\_\_\_

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**CITIZENSHIP:**

1. Are you a:  U.S. Citizen  Permanent Resident of the U.S.  Neither

If neither, are you able to produce documentation showing eligibility to work in the United States?

Yes  No

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**LOCATION OF WORK:**  Smith College/Northampton, MA  Home (town/state) \_\_\_\_\_

Other Locations (outside of MA, list all): \_\_\_\_\_

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Have you ever been a Smith employee?  No  Yes \_\_\_\_\_ Year of termination

Have you ever been paid by Smith as a vendor?  No  Yes \_\_\_\_\_ Year last paid in

Have you ever been a Smith student?  No  Yes \_\_\_\_\_ Year of graduation

Have you ever made a contribution to Smith?  No  Yes \_\_\_\_\_ Year of contribution

**RELATIVES EMPLOYED AT SMITH, if any:**

\_\_\_\_\_  
(Name / Relationship)

\_\_\_\_\_  
(Department)

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**Name of Hiring Department:** \_\_\_\_\_ **First Work Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Name of Department Manager:** \_\_\_\_\_

Length of time to be worked?  Intermittent (less than 64 hours per month)

Summer/Seasonal (working FT or PT, up to 3 months)

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**Certification & Authorization:**

I certify that the information provided is true and correct. I understand that willful omissions or false statements on these documents may result in the termination of the hiring process or the termination of my employment at the time of discovery.

I authorize the references identified above, and all current and former employers, to provide to Smith College any and all information concerning me and my previous employment, personal or otherwise. I authorize Smith College to request the release of school transcripts from any school, college, university or any other educational institution where I have a record. I release Smith College and all such references and current or former employers from any and all claims, liability or damages which may result, directly or indirectly, from the use, disclosure or release of any such information provided to Smith College, whether such information is favorable or unfavorable to me.

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_