

Dartmouth Dining - Student Profile

Name: _____ Dartmouth Class: _____

Work Area: _____ Term: _____

DID#: _____

PIK(9 digit #): _____

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Barcode Number

(Last 7 digits 2331100XXXXXXXX)

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Have you worked on Campus Before? Yes ___ No ___

If no, you must fill out a W-4 and I-9. You may fill this out at the following three places: Admin HR Services (Lower Floor, Class of 1953 Commons); Payroll (3rd floor, 7 Lebanon Street, Suite 309); Human Resources (2nd floor reception, 7 Lebanon Street, Suite 203).

Are you taking classes this term? Yes ___ No ___

If not, are you in good academic standing as an active student (not withdrawn or suspended)? Yes ___ No ___

Do you currently work for another department? Yes ___ No ___

I, _____ (Print Name) have read and understood the documents which outline my obligations and responsibilities as an employee with Dartmouth Dining:

- a) Student Employee Agreement including Dartmouth Dining Attendance Policy
- b) DDS Student Wage Structure

I agree to comply with the requirements for _____ (specify Assoc I, Assoc II, or Area Manager) position and am aware that failure to do so will result in forfeiture of the employee discount, per term increases and possible termination.

By signing this form I understand and acknowledge that I have read and agree to abide by the policies for the Dartmouth Dining. I understand that progressive warnings and discipline will result if said policies are not followed.

Signature

Date

NOTE: Please make sure to fill in Assoc I, Assoc II, or Area Manager above. If this space is left blank Dartmouth Dining will consider the employee an Associate I. Area Manager positions are promotional positions and are verified with the Managers. Please refer to the chart on the Dartmouth Dining Student Wage Structure document for hour requirements for each position.

Rate increases and the flex dollar credit are made effective on the date employment forms are completed each term.

DDS Office Use Only

Rate _____
Kronos _____

Database _____
Flag _____

Spreadsheet _____
Blitz _____

I-9 _____
Jobnet _____