

# THORNTON TOWNSHIP HIGH SCHOOL DISTRICT NO. 205

South Holland, Illinois 60473

## STUDENT EMPLOYMENT INFORMATION SHEET

NAME \_\_\_\_\_

LAST 4 DIGITS OF SS# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SCHOOL/DEPARTMENT \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_

A COPY OF YOUR DRIVER'S LICENSE AND SOCIAL SECURITY CARD MUST ACCOMPANY THE FEDERAL AND ILLINOIS TAX FORMS WITH THIS COVER SHEET.

IF YOU DO NOT HAVE A SOCIAL SECURITY CARD, YOU MUST GO TO YOUR SOCIAL SECURITY OFFICE AND OBTAIN A PRINT OUT OF YOUR INFORMATION AND SEND THAT ALONG WITH THIS COVER SHEET IN LIEU OF A COPY OF YOUR CARD. A PAYCHECK CANNOT BE ISSUED WITHOUT IT.

RETURN EVERYTHING TO THE PAYROLL DEPARTMENT.

TIME SHEETS MUST INCLUDE:

- YOUR NAME AND THE LAST FOUR DIGITS OF YOU SOCIAL SECURITY NUMBER
- AN ACCOUNT NUMBER
- DATES AND TIMES WORKED ( LUNCHES ARE NOT PAID)
- YOUR SIGNATURE
- SIGNATURE OF AN ADMINISTRATOR (EITHER ASSISTANT PRINCIPALS OR PRINCIPAL) OF HIGH SCHOOL AT WHICH THE WORK WAS PERFORMED.