



Community Work-Study Mentorship & Internship Program

New Hire Information Form

Please, complete the requested information below. This information will be utilized to process the new hire paperwork and background check required by the UTEP Human Resources Department and Office of Financial Aid. Please, keep in mind the hiring process could take up to two weeks.

Agency Information

Agency Name:

Contact person: Phone/Email:

Work-study Employee Information

Work-study Student Name: Student ID:

Phone/Email:

UTEP Job Mine ID Number (if applicable):

Position Type: Federal State

Once completed, please submit this form to cce@utep.edu. You will be contacted once an updated as to the status of employment is available.