

AUSTIN PEAY STATE UNIVERSITY

PROCEDURES FOR HIRING FOREIGN WORKERS WHO DO NOT HAVE A SOCIAL SECURITY NUMBER

Do not allow any person to begin work without a copy of the receipt from social security verifying that the individual has applied for a social security card/number. For individuals who are hired prior to receipt of a social security number/card, the following information is required:

Notification from Records containing the temporary I.D. number.

A copy of the receipt (from the social security office) for application of the social security card. (Should include address of office where the person applied and date applied.)

A copy of the passport showing the employee's full name.

Date of Birth: - -

Place of Birth:

Father's full name:

Mother's full maiden name:

Address:

Telephone Number:

Signature