

**In order to streamline the process and prevent delay, please complete form in its entirety**

Please note: students may only begin working *after* the department receives approval from Student Employment

**SECTION 1: STUDENT ELIGIBILITY**

Please choose one of the following:

This student is *currently* employed by our department (there has been *no* break in employment)

This student was *previously* employed by our department but had a break in employment

\*Note: If break exceeds 1 semester, the student is considered a *New Hire*

**SECTION 2: STUDENT INFORMATION**

Student's Name \_\_\_\_\_

800 # \_\_\_\_\_ Pay Rate \_\_\_\_\_

Job Title \_\_\_\_\_ Position # \_\_\_\_\_

**SECTION 3: EMPLOYER INFORMATION**

Department \_\_\_\_\_ Org #/DDU \_\_\_\_\_

Supervisor \_\_\_\_\_ BP/Acct# \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Signature of authorized employing official \_\_\_\_\_

*A copy of this form will be returned to the department with approval indicated.*

***Student Employment Use Only***

Hold \_\_\_\_\_ Credits \_\_\_\_\_ Financially Clear \_\_\_\_\_ Mailing Address \_\_\_\_\_

Citizen \_\_\_\_\_ Class \_\_\_\_\_ SECA \_\_\_\_\_ FWS \_\_\_\_\_ SAP \_\_\_\_\_

Approved  Denied \_\_\_\_\_

Student Employment Authorization \_\_\_\_\_ Date \_\_\_\_\_

CLASS	POSITION #	SUFFIX	WAGE	EFFECTIVE DATE