

**In order to streamline the process and prevent delay in hiring, 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 Name: \_\_\_\_\_ UnivID # \_\_\_\_\_

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	SUFFIX	POSITION #	WAGE	EFFECTIVE DATE