

REQUEST FOR EMPLOYMENT

Please CIRCLE appropriate department below:

Classics *** East Asian Studies *** HASC *** History *** Religious Studies

Complete and return this form to the appropriate person to initiate the hire process.

NOTE: Employee may not begin work until this form is turned in and employment documents are completed and signed.

(Name of person making the request) (Name of person to be hired) (Employee E-mail Address)

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## CURRENT STUDENT STATUS:

(Circle where applicable)

REGISTERED: YES / NO

EMPLOYED: YES / NO / WHERE: \_\_\_\_\_

GRADUATE STUDENT / UNDERGRAD  
(CIRCLE one.)

HAS A FELLOWSHIP: YES / NO / TYPE: \_\_\_\_\_

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JOB TITLE: GSR * Limited Appt. * Student Asst. _____ * Other (CIRCLE appropriate title)

Begin Date: _____ End Date: _____ Hourly Rate: \$ _____

Authorized Hours Per Week: _____ Earned Amount Limit: _____ (If Applicable)

NAME OF ACCOUNT TO BE CHARGED: _____

(Please be specific as to the fund source.)

ACCOUNT NUMBER: _____

COMMENTS: _____

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AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(THE PERSON WHO WANTS TO HIRE)