

Student Hiring Request Form
Please note this form is fillable.
To be completed by faculty/ staff member.

Full Name:

Student ID:

Email Address:

Telephone Number:

Supervisor's Name:

Number of hours per week:

Description of job responsibilities:

Begin date:

End Date:

Does the student have work study?

How many credits is the student currently enrolled in?

Does the student have any other jobs on campus?

Has the student had any on-campus jobs prior to this offer?

Please select one.

Undergraduate

Graduate

For graduate students only

Level 1

Level 2

Level 3

To be completed by the Business Manager

Chartfield string student will be paid on:

Notes:

Approved by:

This form must be completed two weeks prior to hiring. Students cannot start working until they are officially hired. Please send the completed form to Sue McLintock suemc@uri.edu