



# COLLEGE OF MOUNT SAINT VINCENT

## STUDENT HIRE REQUEST FORM

This form must be completed and the student approved for employment by HR before the student begins work

STUDENT

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

GENDER: MALE  FEMALE

EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

CITIZEN:  YES  NO

The signature below acknowledges receipt of the College of Mount Saint Vincent Student Employment Policy.

Signature: \_\_\_\_\_

SUPERVISOR

Supervisor Name: \_\_\_\_\_ Department Organization # \_\_\_\_\_

Department: \_\_\_\_\_

Budget Year: \_\_\_\_\_

**\*12 Hours Maximum allowed to work during Fall and Spring semesters\***

Fall  
August to December

Spring  
January to May

Hrs/Wk	_____	_____
Total Hours/ Semester	_____	_____

Total \$ Allotted: \_\_\_\_\_

Level I	Level II	Level III
<input type="checkbox"/> Facilities Dept. Escort	<input type="checkbox"/> Lab Assistant	<input type="checkbox"/> Admission Tour Guide
<input type="checkbox"/> Desk Assistant	<input type="checkbox"/> Commuter Assistant	<input type="checkbox"/> Dolphin Dialer (Seasonal)
<input type="checkbox"/> Office Assistant	<input type="checkbox"/> Office Associate	<input type="checkbox"/> Tutor in ARC
<input type="checkbox"/> Help Desk Phone Support Agent	<input type="checkbox"/> Help Desk Technician I	<input type="checkbox"/> Help Desk Technician II
<input type="checkbox"/> No Bookstore Assistant I	<input type="checkbox"/> No Bookstore Assistant II	<input type="checkbox"/> Student Athletic Trainer
<input type="checkbox"/> Game Day Event Staff	<input type="checkbox"/>	<input type="checkbox"/> Fitness Center Manager
<input type="checkbox"/> Team Manager		<input type="checkbox"/> Student Event Staff
<input type="checkbox"/> Community Service		<input type="checkbox"/>

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Vice President of Area Signature/Date

\_\_\_\_\_  
Budget Manager Signature/Date