NEW STUDENT HIRING INFORMATION

Please take this form with you to the HR office on the 3rd floor of the Admin Building. They need this information BEFORE you may actually work. Their hours are 8-5, M-F (7:30-4:30 in the summer)

Student Name:

Position:

Start Date:

Department Signature:

Thanks!!

HR Signature:

This signature indicates student is cleared to begin work.

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