

STUDENT EMPLOYMENT REQUEST FORM Fall 2007/Winter 2008

Supervisor of Student Employee (s) _____ Phone _____ Department: Sample Department

Authorized Signature _____ Date _____ Account # _____

RETURN BY: May 31, 2007 to the Office of Career Planning and Placement (Curtiss 111). Verify the name(s) and student ID numbers of all student employees returning for the Fall / Winter. In the Fall Semester Earnings and Winter Semester Earnings columns, check which type of aid you would prefer to use for each student. Check the Not Returning box if the student is not returning. If you need new students fill out the number of students and what category in the Additional (New) Student Employees Needed box.

Returning Student Employee Name	Student ID Number	Fall Semester Earnings			Winter Semester Earnings			NOT Returning
		CWS	MWS	RSE	CWS	MWS	RSE	
Sample Student	555555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you know that a student is NOT returning, check this box.

ADDITIONAL (NEW) STUDENT EMPLOYEES NEEDED

The below example would result in 4 referral forms (2 for each position).
 Number of Students: 2

Number of CWS Students: _____ Number of MWS Students: _____ Number of RSE Students: _____

In the Semester Earnings columns, check which type of aid you prefer to use for each student. Eligibility is determined by the Financial Aid Office.

If you need new students, fill out the number of students and what category in the Additional (New) Student Employees Needed box.

List of currently employed students. Verify that all are correct.

