College of Technology and Occupational Sciences
Student Labor Request

Fill in the form, print, sign, and submit to the department head. Once reviewed by department head, faculty will be notified via e-mail of the outcome. If the request is approved, the faculty will notify the students to report to Kathy Solka in JC 101B, to complete the hiring process.

Program:
Supervisor:
Brief Description of Duties:
Semester (ie. Fall 2014):
Hours Needed (per week):

Student Information
Name:
NMU IN#:
Work Study Award (Yes/No):
Home Address:
Telephone #:

Note: At the beginning of employment, students must complete an I-9 (proof of citizenship) and tax forms. Students will be provided a list of acceptable documents and asked to provide evidence of identity within three days of employment.

Supervisor: ________________________________
Signature                                                                   Date

Department Head: ________________________________
Signature                                                                   Date

Office Use
Pay Code ___          Status ___           Location ___
Dept. Code ___        Job Class _____        Obj. Code _____
Pay Rate _____        Account Code _________ Supervisor Code ___    Position ___

Revised: Fall 2017