



NORTHERN MICHIGAN  
UNIVERSITY

# 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 # \_\_\_\_