

**Work- Study Service Corps  
HIRING REPORT**

Community Service  
355 Baker University Center  
1 Park Place  
Athens, Ohio 45701  
Phone: 593-4007  
Fax: 593-0223

- Procedure:
1. Fill out Hiring Report
  2. Save document as "Hiring\_OrganizationName\_date.pdf"  
Example: Hiring\_HabitatforHumanity\_1.21.09.pdf
  3. Send document as an attachment to oucommunityservice@gmail.com

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Agency/Community Organization \_\_\_\_\_

Contact Person/Work Study Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_ Date \_\_\_\_\_

Number of positions awarded \_\_\_\_\_

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Title of position \_\_\_\_\_

Student hired:

Name \_\_\_\_\_

PID \_\_\_\_\_ Oak ID \_\_\_\_\_

Comments/special circumstances:

\_\_\_\_\_  
\_\_\_\_\_

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Title of position \_\_\_\_\_

Student hired:

Name \_\_\_\_\_

PID \_\_\_\_\_ Oak ID \_\_\_\_\_

Comments/special circumstances:

\_\_\_\_\_  
\_\_\_\_\_

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Title of position \_\_\_\_\_

Student hired:

Name \_\_\_\_\_

PID \_\_\_\_\_ Oak ID \_\_\_\_\_

Comments/special circumstances:

\_\_\_\_\_  
\_\_\_\_\_