

Zanesville Campus

**STUDENT HIRING REQUEST FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact /Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Contact Info (phone, email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #Hours Per Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Maximum of 20 hours per week for all departments, including hours working for more than one.)*

* Students must complete a Student Employment Application.
* Hiring department or faculty must complete Student Hiring Request Form and submit to Accounting Office (Angela or Gail).
* Application and Hiring Request form are located in the Accounting Office and online at [www.ohio.edu/zanesville/studentsjobs.cfm](http://www.ohio.edu/zanesville/studentsjobs.cfm).
* Students CANNOT start working until ALL paperwork is completed. You will be notified by Angela or Gail when the student can start work.

***ACCOUNTING OFFICE USE ONLY***

Date Student Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Supervisor Contacted: \_\_\_\_\_\_\_\_\_\_\_

***HUMAN RESOURCES OFFICE USE ONLY***

Date Sent to UHR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Entered in WorkForce: \_\_\_\_\_\_\_\_\_\_

Date Submitted to Vicki: \_\_\_\_\_\_\_\_\_\_\_\_ Work Study: Yes\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**RETURN FORM TO**

**ACCOUNTING OFFICE OR DEAN’S OFFICE**