

SMITH COLLEGE

STUDENT HIRING FORM 2003-2004

This form must be completed by ALL working students

No student is entitled to more than one full-time (10 hr per week) job.

APPLYING FOR JOBS: Campus policy is that students on financial aid with work-study included as part of their aid award have **priority** for campus jobs, except under special circumstances. Non-aid students are not permitted to search for jobs until several weeks into the fall semester so that Work-Study students have the opportunity to obtain the hours for which they are eligible.

Student Name: _____

ID # and Class: _____

Box # and Email Address: _____

Student Job Title: _____

Department: _____

Duration of Employment: Year ____ One Sem Only: ____ # Hrs/Wk _____

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Supervisor's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Extension & Email Address: \_\_\_\_\_

**Note to Supervisors:** Verify with the student you are hiring that she has Work-Study and, if you are hiring her for a full 10 hrs per week, that she has not also committed herself elsewhere. Students **may not** have combinations such as STRIDE, internships, housing positions, etc and a regular campus job. Verify that this is not the case before hiring. If necessary, ask them to sign a contract of commitment to your job.

**Return to Student Employment Office, College Hall #1**