



HUMAN RESOURCES

STUDENT EMPLOYMENT AUTHORIZATION FORM

<input type="checkbox"/> Institutional Student Worker	<input type="checkbox"/> Academic Learning Center	<input type="checkbox"/> Federal Work Study	<input type="checkbox"/> SI Leader
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Instructions for Non-Federal Work Study Student using this form: **PLEASE PRINT**

1. Student completes Section A
2. Supervisor completes sections B & C; SIGNS TO REQUEST HIRING OF STUDENT
3. Student completes section D
4. Student delivers completed form to the Human Resources on date instructed by supervisor

SECTION A: STUDENT INFORMATION

Student's Name _____ Student Id# _____

Email _____ Address _____

City _____ State _____ Zip _____ Phone _____

Student: Ft Pt Enrolled At _____ Not Enrolled

SECTION B: APPOINTMENT INFORMATION

Today's Date _____ Department/Section _____

Mid-City-BA North Acadian-BE Westside-BI Port Allen-BH Frazier-BB Folks-BF Jumonville-BG

Weekly Hours _____ Rate Of Pay _____ On Campus Community Service

Other Family Literacy and/or Tutoring Pre-School or Elementary Children

Budget Code:
Fund _____ Org _____ Account _____ Prog _____ Activity Code _____

Start Date _____ End Date _____

Maximum Hours Student Is Authorized to Work _____ Maximum Award/Wages _____

Semester(s) SPRING SUMMER FALL Student is FT PT

SECTION C: INTERVIEW LOCATION

Date _____ Contact _____

Interviewer's Printed Name _____ Phone _____

Interviewer's Signature _____ Date _____

Email Address _____ Job Location _____

Please List Secondary Contact, Phone Number And Email Address In The Event Interviewer/Supervisor Is Unavailable:

Supervisor/Designee _____ Phone _____

Email Address _____ Hiring Manager Dept _____

Hiring Manager's Signature _____ Date _____

SECTION D: SIGNATURE

I understand that the hours/wages in Section B are the maximum a student may earn for the period indicated and that the offer is conditional based upon the student maintaining eligibility.

Student's Signature _____ Date _____

Section E: AUTHORIZATION TO HIRE

Appointing Authority Signature _____ Date _____

For Human Resources Only:

Position Number _____ Processed By _____ Date Completed _____