

Labor Assignment Request

Federal Work Study Program Off-Campus Agencies

To Be Completed by Student Finance

Student must have this form verified by Southern Adventist University Student Finance

Student Name _____ ID# _____

This student is participating in the Federal Work Study Program Yes No

Work-Study Award amount \$ _____, based on _____ hours work per week.

Student Finance Signature _____

To Be Completed by Elementary School

School _____

Phone Number _____

School's W/S Contact Person _____

Date to Start Work _____

Job Description _____

Enrolled in _____ Credit Hours at SAU

Immediate Supervisor _____

Beginning Wage Rate \$ _____

Employed by a department at SAU? Yes No

Is the position of a religious nature? Yes No

I CERTIFY THAT THIS STUDENT HAS INTERVIEWED WITH THIS DEPARTMENT AND HAS BEEN HIRED IN ACCORDANCE WITH THE UNIVERSITY'S NEPOTISM POLICY.

Departmental Signature _____

Student must take this form to the Human Resources Office before reporting for work.

To Be Completed by Human Resources

HR USE: _____ Time Card Given

_____ Entered into Computer