

Student Hiring Form

Use this form to hire students for hourly or salary positions. Once completely filled out, email to NHSHR@unco.edu.

***NOTE: Student hiring forms must be completely submitted and processed before the student can begin working to ensure we are meeting employment laws.**

Student Details:

Name: _____ Bear ID: _____

Is the student currently employed or has been employed at UNC before:

If so, when: _____

Student Bear Email: _____ Student Phone Number: _____

Is student using Work Study Funds: _____ If so, Federal or State:

International Student:

If yes, has all immigration paperwork been processed:

Student Signature: _____

Job Details:

Department/s hiring student:

Faculty Supervisor: _____ FOAP Approver Signature: _____

How will student be paid:

Amount: _____ per hour or per month if salaried

Fund _____ Organization _____ Account _____ Program _____ Activity _____

*If unsure, Department Chair will have this information. If using Work Study Funds, list the department alternative FOAP in case student exceeds Work Study Award.

Ex: 10000-46010-Work Study-1000-*Activity Code (*if needed)

Start Date: _____ End Date: _____

Brief Job Description:
