**Biology Student Worker Hiring Request Form**

*Please complete, sign and return to Department Admin. in Macelwane Hall, Room 301.*

*Human Resources is requesting 2 weeks to fully process paperwork for hires.*

*New hires* ***cannot*** *work until after they meet with HR for I9 documentation.*

**Student Name: Date:**

**Address:**

**City: State: Zip Code:**

**Banner ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SLU Email Address:**

**Department: Biology Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Undergrad \_\_\_\_ Graduate \_\_\_\_\_ Position Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**New Hire: \_\_ Rehire: \_\_ Continuing: \_\_\_\_\_**

**# of Hours per week: \_\_\_\_\_\_\_\_\_\_ Pay Rate: \_\_\_\_\_\_\_\_**

**Federal Work Study Eligible:** Y/N (circle one)

**Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Term:** Fall/Spring/Summer **Start Date: \_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_**

**Student Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Administrative Use Only***

Hire Request Submitted: \_\_\_\_\_\_\_\_\_\_\_ Student Hired: \_\_\_\_\_\_\_\_\_\_\_\_ I-9 Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

End Job Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Job Completed \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_