

Check One:
Return Hire _____

Initials of HR Processor _____
Date: _____

New Hire _____

STUDENT ASSISTANT EMPLOYMENT REFERRAL FORM

(Student Employee Name)

Is being referred to the Libraries Human Resources Department, Room 110 Main Library,
to complete the required employment paperwork (M-F, 8 a.m. - 5 p.m.).

Students may not begin working until paperwork is complete.

The student's new work address will be:

Department _____ Room/Building _____

Street Address _____ Phone # (614)- _____
Columbus, OH 43210-1286

Library Funding _____ Work-Study _____ Work-Study Job # _____ Start Date _____

Job Title _____

(Check one of the following Job Titles)

- | | |
|---|--|
| <input type="checkbox"/> Student Assistant for Preservation | <input type="checkbox"/> Student Assistant for Public Services |
| <input type="checkbox"/> Student Security Patroller | <input type="checkbox"/> Student Assistant for Special Collections |
| <input type="checkbox"/> Student Assistant for Technical Services | <input type="checkbox"/> Student Assistant for Administrative Services |
| <input type="checkbox"/> Student Assistant for Main Library Research & Reference Services | <input type="checkbox"/> Student for Information Technology |

Foreign Language necessary to perform job _____

Pay rate: * _____ **(Must be assigned)**

(Supervisor's Signature)

(Supervisor's e-mail address)

* Pay rate must have prior approval from Department Head and the Assistant Director.