

*** Completed by Student ***

Student Legal Name: _____

Mailbox#: _____

Student ID#: _____

Student Email: _____

@live.franklinpierce.edu

Yes No Have you worked at FPU before?

Yes No Does your Financial Aid Package include Federal Work Study?

Yes No Are you an International Student?

Student Signature: _____

Date: _____

*** Completed by Supervisor ***

Student Job Title: _____

Department Name: _____

Dept Acct #: _____

Semester: Fall Spring Summer

Acad. Year: _____

Start Date: _____

Driving? _____

Pay Rate: _____

Work w/ Minors? _____

Hrs/Wk: _____

Supervisor Name: _____

Timecard Approver: _____

Supervisor

Date: _____

Signature: _____

NOTE: students cannot exceed 19 hours per week during the academic year or 40 hours per week during summer sessions. Shifts must be a minimum of 2 hours.

Return to HRDept@franklinpierce.edu or to Human Resources in DiGregorio Hall