FP | **FranklinPierce**
UNIVERSITY

Franklin Pierce University
Student Employment Program
Summer Position Description and Request Form

Date: _____

Position Title: _____

Department: _____ **Dept #:** _____

Supervisor: _____ **Location:** _____

Total # Positions _____   **# to be Advertised:** _____

Dates required: _____

Work Days Required
Mon ❑   Tue ❑   Wed ❑   Thu ❑   Fri ❑   Sat ❑   Sun ❑

Hours of Work
Hours per week: _____   Fixed hours ❑   Flex hours ❑
(NOTE: students cannot exceed 40 hours per week during summer sessions. Shifts must be a minimum of 2 hours.)

Pay Rate
Pay Rate: $ _____ per hour   Minimum wage $7.25 (as of 9/01/11)

Brief Description of Position:
Job Summary:

Experience and Qualifications:

Special Notes: Use this space to make note of anything not mentioned above as part of job description.

Any questions please contact: Human Resources Department at jobs@franklinpierce.edu

Application Requirements: Please check all that are required:

Driving for University: ❑
By checking this box all applicants will be required to answer the following questions.

1. Do you have a valid driver's license?
2. How long have you had your driver's license?

Once hired the applicant will be required to complete the Motor Vehicle Record release form and provide a copy of their driver's license in order for Human Resources to run the Motor Vehicle Report.

The Resume and Cover Letter are an optional field by default. Please indicate if you wish them to be a required field. Please check if you require other fields to be included on the application.

Resume: ❑

Cover Letter: ❑

What makes you unique? ❑

References: ❑

Available to work weekends: ❑

Available to work nights: ❑