

# STUDENT APPOINTMENT REQUEST

(Complete and forward to Human Resources)

SCHOOL/DEPARTMENT: \_\_\_\_\_

RECOMMENDED APPOINTMENT OF \_\_\_\_\_ SS#: \_\_\_\_\_  
(Student Name)

AS A:  POOL ATTENDANT  COLLEGE  ACE  BCE  DCT  OJT/ESE  OTHER

EFFECTIVE DATE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

REPLACING (Name): \_\_\_\_\_

VACANCY CAUSED BY:

- Resignation  
 New Position

NUMBER OF HOURS SCHEDULED TO WORK EACH DAY: \_\_\_\_\_

NUMBER OF MONTHS SCHEDULED TO WORK: \_\_\_\_\_

STUDENT CLASSIFICATION:

- POOL ATTENDANT  DCT  
 COLLEGE  OJT/ESE  
 ACE  OTHER: \_\_\_\_\_  
 BCE

COST/BUDGET CODE: \_\_\_\_\_  
FUND FUNCTION OBJECT COST CENTER PROJECT

## SIGNATURES OF APPROVAL

1. \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Department Head

2. \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Signature/Budget Dept.

- Funds Budgeted  
 Not Budgeted

**NO STUDENTS PROCESSED WITHOUT THIS FORM**