



*** VSA* *HIRING FORM***
STUDENT EMPLOYMENT
VASSAR COLLEGE

NOTE: PLEASE MAKE SURE YOU FILL OUT THE FORM COMPLETELY! LEAVE NOTHING BLANK!

GENERAL INFORMATION

Dept Name: _____

Contact Person: _____ **Ext:** _____ **Email:** _____

Budget to be charged (REQUIRED): _____ - 45000 - 5720 - 98

FOR OFFICE USE ONLY

Job Title: _____ **Job # V:** _____

JOB DESCRIPTION

Begin and End Dates: _____

Duties: _____

PAYMENT INFORMATION

Hourly Position (Y/N): _____ **Recommended Hourly Rate: \$** _____

(If you are unsure of the hourly rate, you may check with Student Employment to determine this. The hourly rate will be based on the job description and current payscale)

One-time pay (Y/N): _____

If yes, amount: \$ _____ **If no, estimate total amount to be given to student: \$** _____

Note: You may not employ a student until you receive confirmation from Student Employment that the student is eligible to work. Receipt of the Student Employment Status Change Form (SESCF) or Time Sheet confirms eligibility.

Student Name: _____ **Vassar ID #:** _____ - _____ - _____

AUTHORIZATION OF HIRE INFORMATION

Name (Print & Sign): _____ **Date:** ___ / ___ / ___