

Appointment Letter Request Form – Appendix G

INSTRUCTIONS: Complete and submit this form to hr@flemingcollege.ca to request an appointment letter be prepared for any summer student employment which you have offered.

1. HR will contact the Hiring Manager when the letter and the new employee forms are ready for pick up. Please allow “maximum” three (3) business days from receipt of request to have the documentation prepared. Letters and accompanying forms and documents will be sent to the Hiring Manager via internal mail.
2. Please include the new hire’s address information in the space provided or attach a copy of their resume with the address information shown.
3. The Hiring Manager (not designates) must sign this request form. **Requests which have not been signed by the Hiring Manager will not be processed by Human Resources.**
4. You may request appointment letters for up to two (2) student workers on one request form.

STUDENT WORKER’S NAME:	
ADDRESS:	
POSITION TITLE:	DEPARTMENT:
START DATE:	END DATE:
CAMPUS:	WEEKLY HOURS:
HOURLY RATE:	IS THIS A “SEP” FUNDED STUDENT POSITION: (if YES , see next line) Yes No
HAS THIS STUDENT BEEN APPROVED BY THE ASSOCIATE REGISTRAR FOR “SEP” FUNDING? Yes No	
What department should Overtime/Differential pay be charged to?	
Additional Information for the Letters:	

STUDENT WORKER’S NAME:	
ADDRESS:	
POSITION TITLE:	DEPARTMENT:
START DATE:	END DATE:

CAMPUS:	WEEKLY HOURS:
HOURLY RATE:	IS THIS A "SEP" FUNDED STUDENT POSITION:(if YES , see next line) Yes No
HAS THIS STUDENT BEEN APPROVED BY THE ASSOCIATE REGISTRAR FOR "SEP" FUNDING? Yes No	
What department should Overtime/Differential pay be charged to?	
Additional Information for the Letters:	

Hiring Manager's Name:

Hiring Manager's Signature:_____

Date: