**On-Campus Student Hiring Request Form**

Hiring/budget manager to complete this form to initiate any hiring process.

*Note: Please save a copy prior to completing to ensure the drop-downs are fully functional.*

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| Student Position Title: | Click or tap here to enter text. |
| Number of Positions Desired: |  |
| If repurposed, previous position title: | Click or tap here to enter text. |
| Hiring Manager / Reports To: | Click or tap here to enter text. |
| Employee Group: | Student |
| Employment Type: | Choose an item. |
| Employment Period: | Click or tap here to enter text. |
| Hourly Pay Rate (Minimum Wage) | $16.55 per hour |
| Hours per week: | Click or tap here to enter text. |
| Anticipated Start & End Date: | DD-MMM-YY to DD-MMM-YY |
| Department Name: | Click or tap here to enter text. |
| Department Number: | Click or tap here to enter text. |
| Location: | Choose an item., Choose an item., Choose an item., Choose an item. |
| On-Campus / Hybrid / Remote: | Choose an item. |

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| **Human Resources Use Only** | |
| Position Number | N/A |
| Posting Period | Click or tap here to enter text. |

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| **Funding / Budget:** | |
| Request for funding type: | Summer Full Time Programs Fall/Winter Part Time Programs  SEP ISEP FWSP IWSP |
| Total salary within current fiscal year: | $ Click or tap here to enter text. |
| Externally Funded?  If so, where/how? | Choose an item. Click or tap here to enter text. |

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| **Approvals** | |
| Hiring Manager Signature: | Date: |
|  | Click or tap to enter a date. |

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| **Manager’s Manager (if required within division/work group):** | | |
| Name | Signature | Date: |
| Click or tap here to enter text. |  | Click or tap to enter a date. |

**Approved forms to be submitted to** [**samantha.rivers@flemingcollege.ca**](mailto:samantha.rivers@flemingcollege.ca)