**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.*

[Established Student Worker Descriptions](https://department.flemingcollege.ca/hr/information-for-managers/student-workers/established-student-worker-positions/)

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| --- | --- |
| Student Position Title: | Click or tap here to enter text. |
| Number of Positions Desired: |  |
| Hiring Manager / Reports To: | Click or tap here to enter text. |
| Employment Period: | Choose an item. |
| Hourly Pay Rate (Minimum Wage) | $17.20 per hour |
| Hours per week: | Click or tap here to enter text. |
| Anticipated Start & End Date: | Click or tap to enter a date. to Click or tap to enter a date. |
| 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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| **Funding / Budget:** | |
| Request for funding:  Funding type will be based on the student status. If no funding is available for the specified term, it will be the responsibility of the Manager to ensure they have budget to allocate, or decision to not have a student. | Yes, Student Funding Required  No, Included in Budget  No, Covered through alternate funding |
| Alternate Funding?  If so, where/how? | Choose an item. Click or tap here to enter text. |

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| **Recruitment:** | |
| Expected posting period: | Click or tap to enter a date. to Click or tap to enter a date. |
| Candidate Review Delegates:  To be given access to the job posting | Click or tap here to enter text. |

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

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