**INSTRUCTIONS:** Complete and submit this form to the HR & Talent Officer (Samantha.Rivers@flemingcollege.ca) to request an appointment letter be prepared for all summer student employment.

* HR will send the letter via DocuSign to the Hiring Manager and student for review and signature
* Please include the new hire’s personal information in the space provided & attach a copy of their resume.
* The Hiring Manager (not designates) must sign this request form.

# Request One:

|  |  |
| --- | --- |
| Student Name | Click or tap here to enter text. |
| Email Address: |  |
| Manager Name: | Click or tap here to enter text. |
| Hourly Pay Rate (Minimum Wage) | $17.20 per hour |
| Hours per week: | Click or tap here to enter text. |
| 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. |
| Has this Student Been Approved for Funding: | Choose an item. |
| What department should Overtime/Differential pay be charged to? | Click or tap here to enter text. |
| Additional Information for the letter: | Click or tap here to enter text. |

# Request Two:

|  |  |
| --- | --- |
| Student Name | Click or tap here to enter text. |
| Email Address: |  |
| Manager Name: | Click or tap here to enter text. |
| Hourly Pay Rate (Minimum Wage) | $17.20 per hour |
| Hours per week: | Click or tap here to enter text. |
| 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. |
| Has this Student Been Approved for Funding: | Choose an item. |
| What department should Overtime/Differential pay be charged to? | Click or tap here to enter text. |
| Additional Information for the letter: | Click or tap here to enter text. |

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