**INSTRUCTIONS:** Complete and submit this form to [**hr@flemingcollege.ca**](mailto: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: **Insert information here** | |
| ADDRESS: **Insert information here** | |
| POSITION TITLE **Insert information here** | DEPARTMENT: **Insert Information here** |
| START DATE: **Insert information here** | END DATE: **Insert information here** |
| CAMPUS: **Insert Information here** | WEEKLY HOURS: **Insert information here** |
| HOURLY RATE: $14.00 per hour | IS THIS A “SEP” FUNDED STUDENT POSITION: **Select answer here**  (if **YES**, see next line) |
| HAS THIS STUDENT BEEN APPROVED BY THE ASSOCIATE REGISTRAR FOR “SEP” FUNDING? **Select answer here** | |
| What department should Overtime/Differential pay be charged to? **Write Department # here** | |
| Additional Information for the Letters: **Insert information here** | |

|  |  |
| --- | --- |
| STUDENT WORKER’S NAME: **Insert information here** | |
| ADDRESS: **Insert information here** | |
| POSITION TITLE **Insert information here** | DEPARTMENT: **Insert Information here** |
| START DATE: **Insert information here** | END DATE: **Insert information here** |
| CAMPUS: **Insert Information here** | WEEKLY HOURS: **Insert information here** |
| HOURLY RATE: $14.00 per hour | IS THIS A “SEP” FUNDED STUDENT POSITION: **Select answer here**  (if **YES**, see next line) |
| HAS TH  IS STUDENT BEEN APPROVED BY THE ASSOCIATE REGISTRAR FOR “SEP” FUNDING? **Select answer here** | |
| What department should Overtime/Differential pay be charged to? **Write Department # here** | |
| Additional Information for the Letters: **Insert information here** | |

**Hiring Manager’s Name: Click here to insert Hiring Manager’s name**

**Hiring Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Insert date here**