



**Student Employment**

**HIRING ADDENDUM**

Student ID#: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Fall \_\_ Spring\_\_ Summer I\_\_ Summer II\_\_

Department: \_\_\_\_\_ Dept. Supervisor: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_

**Section A: STUDENT CLASS SCHEDULE** (Fill in class schedule and attach schedule from WEB)

	Time	Class	Time	Class
Mon				
Mon				
Tue				
Tue				
Wed				
Wed				
Thu				
Thu				
Fri				
Fri				

**Section B: STUDENT WORK SCHEDULE** (To be completed by Supervisor)

	Time		Time
Monday		Saturday	
Tuesday		Sunday	
Wednesday			
Thursday			
Friday			

I have read the Student Employment Handbook and understand that students are not permitted to work during their scheduled classes along with all guidelines set forth in the Handbook.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_