

 **University of Colorado at Boulder**  
**Student Employment Office**  
**Request to Hire a Non-CU Student in a UCB Student Job Class**

Date: _____ UCB Department: _____	
Payroll Liaison: _____	Email: _____
HR Dept #: _____ Campus Box: _____	Phone: _____ Fax: _____
Supervisor: _____	Email: _____
Student Name: _____ Student Peoplesoft ID (if already assigned): _____	
<b><u>DO NOT USE THE STUDENT SOCIAL SECURITY NUMBER FOR STUDENT ID.</u></b>	
Student ID (at current institution): _____	

Is this person a high school student? \* Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If so, what high school? \_\_\_\_\_ Expected graduation date? \_\_\_\_\_

Is this person currently enrolled in a post secondary institution? \* Yes \_\_\_ No \_\_\_  
If so, what institution? \_\_\_\_\_ Expected graduation date? \_\_\_\_\_

Is the student obtaining a degree or certification (explain): \_\_\_\_\_  
What is his/her major? \_\_\_\_\_

*\*Please attach a copy of the student's current class schedule to this form.  
If requesting for a future term, a class schedule for that term must be submitted when available.*

Position Title: \_\_\_\_\_

Job Description/qualifications for this position (you can attach a separate sheet): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Employment Job number and date of posting: \_\_\_\_\_

Please explain how your department has attempted to hire a CU Student for this position and/or why you are not hiring a CU student for this position: \_\_\_\_\_  
\_\_\_\_\_

Proposed Pay Rate: \_\_\_\_\_ Average Weekly Hours: \_\_\_\_\_  
(Must fall within UCB Student Assistant Pay Ranges)

Is this person related to anyone in the department (if so, explain)? \_\_\_\_\_  
\_\_\_\_\_

What skills does this person offer for this position?  
\_\_\_\_\_  
\_\_\_\_\_

How long are you requesting to employ this person (start and end dates)?  
\_\_\_\_\_

Please return form to the UCB Student Employment Office (77 UCB or x2-4544-Fax). Your department will be notified if your request is approved. If so, you will receive specific instruction on how to set them up in PeopleSoft.