



# LINCOLN UNIVERSITY

## FEDERAL WORK STUDY PROGRAM

### REQUEST TO HIRE STUDENT EMPLOYEE

**Directions for Use:** To be completed by departmental supervisors who are requesting to hire a particular student **who has been awarded federal work study**. Supervisors should verify that the student has been awarded federal work study by reviewing the student's financial aid award letter. Once completed, student must bring the Student Employee Request form to the Office of Student Employment along with the required two (2) pieces of identification (*photo I.D. and social security card or birth certificate*).  
**STUDENT MUST OBTAIN STUDENT EMPLOYEE CONTRACTUAL AGREEMENT BEFORE STARTING WORK!**

Student's Name: \_\_\_\_\_ S.S.#: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Position Title: \_\_\_\_\_ Budget Code: \_\_\_\_\_  
*(If new position, please attach copy of job description)*

Supervisor's Name: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



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