



Off-Campus Student Employment Job Request Form

Date _____

Employer Name _____

Position Title _____

Job Description _____

Job Requirements _____

Number of Students Requested _____

Start Date _____

End Date _____

Length of Time Accepting Applications

- Fall Term Spring Term Summer Term Entire Academic Year

Hiring Manager _____

Address _____

Email address _____

Phone _____

Additional Instructions:

Return completed form to the Office of Student Life by emailing a copy (and any additional pages) to jmcauley@govst.edu. If you have questions, please call the office at 708-235-7362.

Applicants will hand-deliver a completed Student Employment Application and any other required documents to the Off-Campus Student Employment Coordinator in the Office of Student Life. The information for the best candidates will be forwarded to the hiring manager listed on this form.