DAWSON COLLEGE

STUDENT

Hiring Requisition Form

Department or Service: _____

Student Classification: _____

Brief description of duties: _____

_____

Duration of engagement: From: _____ To: _____
YYYY MM DD YYYY MM DD

STUDENT INFORMATION - PLEASE PRINT

_____ _____ Male ☐ Female ☐
Last Name First Name

_____ _____
Address: No. Street Apt

_____ _____
City Postal Code

_____ Date of Birth _____/_____/_____
Telephone YYYY / MM / DD

Social Insurance Number**: _____/_____/_____

** ***Non-resident with temporary number: attach copies of: SIN card and work visa.***

Email address: _____ Student ID No.: _____

Contact information was provided _____/_____
MM / YYYY

PAYMENT TO INDIVIDUAL'S BANK ACCOUNT

☐ Attach a pre-printed void cheque or a direct deposit form from your banking institution

☐ Banking information was submitted
_____/_____
MM YYYY

☐ I agree to access my tax forms **online** via My Dawson portal, through My Omnivox services. I understand that I will no longer be receiving a paper copy.

Student Signature: _____ _____
Date

Budget Code: _____ - _____ - 00 - 230

☐ I confirm that the individual indicated above is a **full-time day** student at Dawson. (Article 1-1.22)

Approved by: _____ _____ _____
Signature: Department/Service Manager **Printed name** **Date**

Approved by: _____ _____
Human Resources Department **Date**

Please make a copy for your files and return this form to the Human Resources Dept. (4B.7)

Updated August 2016

For Payroll Use Only	Entered by:		Pay Date:
Student emp. #.:	Class:	Ech:	Serv: