

**SCHOOL OF INTERNATIONAL & PUBLIC AFFAIRS**  
**CASUAL EMPLOYMENT REQUEST FORM**

TO: Rm 1415 IAB  
DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_

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NAME OF CANDIDATE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

HAS STUDENT WORKED AT UNIVERSITY WITHIN LAST ACADEMIC YEAR? IF SO, IN WHAT POSITION AND WHERE? \_\_\_\_\_

FULL-TIME STUDENT (YES/NO)? \_\_\_\_\_ IF YES, WHICH SCHOOL? \_\_\_\_\_

PURPOSE OF EMPLOYMENT (BE SPECIFIC)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERIOD OF EMPLOYMENT: FROM: \_\_\_\_\_

TO: \_\_\_\_\_

RATE OF PAY: \$ \_\_\_\_\_

TOTAL PROJECTED SALARY EXPENDITURE: \$ \_\_\_\_\_

SOURCE OF FUNDING (GIVE ACCOUNT NUMBER): \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

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**FOR FINANCIAL ADMINISTRATION OFFICE USE ONLY**

VERIFICATION OF BUDGET/FUNDING: \_\_\_\_\_

PRELIMINARY APPROVAL: \_\_\_\_\_  
DIYA BHATTACHARYA, EXEC. DIR., FINANCIAL OPERATIONS

FINAL APPROVAL GRANTED: \_\_\_\_\_  
PATRICK BOHAN, ASSOC. DEAN DATE

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