



Request For Temporary Services

Department: _____

Date: _____

Account Number: _____



JOB DESCRIPTION

Title: _____

Duties: _____

DOLLAR ENCUMBRANCE

Total Hours per Week: _____

Duration _____ to _____

Suggested Hourly Rate: _____

Dollar Encumbrance: \$ _____

Required Skills: _____



CANDIDATE INFORMATION

Name: _____

Old Westbury ID#: _____

Status of Candidate:

Actively Enrolled Student at Old Westbury for _____ # of Credits

Supervisor Name (print) _____

Supervisor Designate Name (print) _____

Signature (Vice President/Dean/Department Head) _____

Date _____



AUTHORIZATIONS

1. Human Resources*: I-9 Complete

I-9 Not Complete _____
Initials/Date

2. Vice President*: _____
Date

Signature

3. Financial Aid: Eligible for CWS
 CWS Available

Ineligible for CWS
 No CWS Available _____
Initials/Date

4. Budget Approval: _____
Date

Signature



* Student applicant MUST complete I-9 in the Human Resources Office BEFORE seeking Vice President Authorization. Vice President Authorization cannot be granted until HR initials "I-9 Complete".

Note: International Students require special approval from the Office of Enrollment Services in order to begin working.
Student Exchange and Visitor Information System (SEVIS) Approval _____ Date _____