

Northwestern State University
 Member of the University of Louisiana
 System
 Natchitoches, LA 71497

**Department Request for Student Employees
 Instructions:**

1. Fully complete and return to the Student Employment Office by June 1.
2. Attach any additional sheets if necessary.
3. Have approving agent sign form.

Section 1: To be completed by the Requesting Department **PLEASE PRINT ALL INFORMATION**

This information will be used to determine employment assignments, and to establish budgeting priorities for the Federal Work Study Program.

 Contact Person (Please Print)

 Phone Number

 Department

 Requester's Signature

Fall 2____ Spring 2____ Summer 2____

Total Number of Student workers Requested _____

Indicate the names of student workers in priority order you would like to see reassigned to your department OR removed from your department. (Attach additional sheets if necessary)

We would like the following students to be reassigned to our department

<i>Name</i>	<i>CWID #</i>	<i>Name</i>	<i>CWID #</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please do not return the students listed below

<i>Name</i>	<i>CWID #</i>	<i>Reason</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 Signature of Approving Agent

 Date

NOTE: Every effort will be made to place the students you requested in your department. Completion of this form is not a guarantee that your request will be met.