

College Work Study Program  
**HIRE CONFIRMATION FORM**

**EMPLOYER**

This is to confirm that \_\_\_\_\_ is being hired as a College Work-Study by: \_\_\_\_\_  
(Student Name)

<b>Contact Information:</b>	
Department / Agency Name:	
Address:	
Mail Code:	
Phone Number:	
Email Address:	
Contact Person:	

<b>Job Information:</b>	
Work-Study Job ID:	
Job Title (as listed online):	
Hourly Rate:	
Start Date:	

By signing this form, I confirm that I have made an offer of work-study employment to the above named student and adhere to the guidelines set forth in the work-study program manual. I further agree to **close my posting** on the UCS website and cease further interviewing for this position (unless additional positions remain to be filled).

\_\_\_\_\_  
(Signature of Person Responsible for Hiring)

\_\_\_\_\_  
Date

**STUDENT**

My signature indicates that I have accepted the position stated above and will cease interviewing with employers for other positions.

\_\_\_\_\_  
(Signature of College Work-Study Student):

\_\_\_\_\_  
Date

Please bring this form to **University Career Services**, Student Service Center 1, 1<sup>st</sup> floor, to obtain your *College Work-Study Program Authorization* form and begin the hiring process.