Office of Human Resources

STUDENT EMPLOYMENT REFERRAL FORM

STUDENT:  Please fill in all blanks in this section.
Please visit [http://www.abac.edu/more/human-resources/employment-opportunities](http://www.abac.edu/more/human-resources/employment-opportunities) for job opportunities (Student Jobs on Campus). Schedule an interview with the appropriate contact listed and take this form with you to the interview. Make sure this form is completed and signed by the supervisor before bringing it to the Human Resources office on the 1st Floor of Herring Hall.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>ADP #</th>
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<tr>
<th>Permanent Address</th>
<th>City</th>
<th>State</th>
<th>County</th>
<th>Zip</th>
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<th>Telephone #</th>
<th>ABAC Email Address</th>
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<tr>
<th>Date of Birth</th>
<th>Sex</th>
<th>Race</th>
<th>Marital Status</th>
<th>Banner #</th>
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Student Signature

Date

Student Financial Services Office:

Eligible?  YES / NO

FWS Award Amount: ____________________  ____________________

SFS Signature  ____________________

Date

EMPLOYER:  Please fill in either the Regular or FWS section entirely.
After completing the appropriate blanks, PLEASE MAKE A COPY FOR YOUR DEPARTMENT.

Regular:

Supervisor: ____________________

Hourly Wage: ____________________

Position #: ____________________

Desired Start Date: ____________________

______________________________  ____________________

Employer’s Signature  Date

FWS:

Department: ____________________

Supervisor: ____________________

Position: ____________________

Desired Start Date: ____________________

______________________________  ____________________

Employer’s Signature  Date

Human Resources Office:

Term: __________ Start Date: __________ End Date: __________

Job Placement Signature

JLG 07/14