



## New Appointment Form – Students

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### New Position Details

Position title:

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Position type (select one):

- Co-op
  - Graduate Academic Assistant
  - Graduate Research Assistant
  - Undergraduate Academic Assistant
  - Undergraduate Research Assistant
  - Work-Learn
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Appointment start date:

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Appointment end date:

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Work location (*\*please provide location even if work is currently remote*):

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Supervisor(s):

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Costing Allocation/Worktag (*\*please provide % split and dates, if applicable*):

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Salaried or Hourly (select one):

- Salaried
    - FTE:
    - Total monthly salary (pro-rated to FTE): \$
  - Hourly
    - Hourly wage: \$
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### Employee Information

Employee Name:

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Email address:

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Date of Birth (*mm-dd-yyyy*):

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Student ID (*if UBC student*):

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Employee ID (*if former UBC employee*):

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CWL (*if applicable*):

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SIN:

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Citizenship:

- If SIN starts with a 9, please attach valid Canadian study/work permit that permits the student to work at UBC. *\*Please note that Students cannot be appointed beyond the expiration date of their permit.*

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**Attachments**

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- Criminal Record Check (*only if located at BC Women's Hospital*)  
\*ask employee to fill out: Section 2 on Page 1 & Parts 1, 3, & 5 on Page 2

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- Valid Canadian Study/Work Permit (*if SIN starts with a 9*)

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- Job description/ list of duties (*or list below*)