



New Appointment Form – Student Employees

Position Details

Position title:

Position type:

Appointment start date:

Appointment end date:

Work location:

Supervisor(s):

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

Salaried or Hourly:

Monthly salary (pro-rated to FTE) **OR** Hourly Wage: \$

FTE (if applicable):

Attachments

Criminal Record Check (CRC) Consent Form (**only required if employee is located at BC Women's*)

- Please ask employee to complete section 2 on page one & sections 1, 3, and 5 on page two

Job description **OR** list duties below: