



Student, Graduate & Co-op Employment Centre
Ph: (250) 862-5412
Fax: (250) 862-5600

OC STUDENT EMPLOYMENT PROGRAM APPLICATION

PART ONE TO BE COMPLETED BY STUDENT

Table with fields for Mr/Ms, Legal Surname, Given Name, Address, OC Student #, Telephone #, Social Insurance #, Email Address, and Program & Year of Study.

Do you have a previous degree (Research Assistants Only) [] Yes [] No

Signature _____ Date _____

PART TWO TO BE COMPLETED BY STUDENT SERVICES

This student is authorized to be hired for an OC Student Employment Program position for the period of _____ to _____ to a maximum of _____ weekly hours.

Student Services Authorization _____ Date _____

PART THREE TO BE COMPLETED BY HIRING SUPERVISOR

Project #: _____ Hired for Term May - Aug [] Sept - Dec [] Jan - Apr [] (may check more than one)

Total Hours Hired: _____ (PLEASE NOTE: It is the Supervisor's responsibility to ensure the student does not work more than 35 hours per week May-Aug or 15 hours per week Sept - Apr.)

Year of Study: _____ (this must be completed by the supervisor for all Research Assistant Positions only)

Supervisor's Name: (PLEASE PRINT) _____

Supervisor's Signature _____ Date _____

Please return the completed application to the Student, Graduate & Co-op Employment Centre in Kelowna, or the Administration Office in Salmon Arm, Vernon and Penticton campuses. The student will be provided with employment and payroll paperwork to complete. The student will receive timesheets once this paperwork is completed.