SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Student Employment

2221 Rendleman Hall   Campus Box 1030
Edwardsville, IL 62026-1030
Phone: (618) 650-2563   Fax: (618) 650-2566
Email: stuemp@siue.edu
Homepage: www.siue.edy/studentemployment

Request to Rehire a Student Employee

In order to streamline the process and prevent delay in hiring, please complete form in its entirety.
Please Note: Students may only begin working after the department receives approval from Student Employment

SECTION 1: STUDENT ELIGIBILITY

Please confirm each statement below by checking the boxes: (both statements must be true)

☐ This student is a former employee and is returning to the same position following an inactive period

☐ The break in employment did not exceed one semester

SECTION 2: STUDENT INFORMATION

Student's Name _____

800 Number _____

Hire Date _____ Pay Rate _____

Job Title _____ Position _____

SECTION 3: EMPLOYER INFORMATION

Department _____ Box# _____

Supervisor _____ Account# _____

Email _____ Date _____

Signature of authorized employing official _____

A copy of this form will be returned to the department with approval indicated

_____

Student Employment Use Only

Hold _____ Credits _____ Financially Clear _____ Mailing Address _____

Citizen _____ Class _____ SECA _____ FWS _____ SAP _____

☐ Approved ☐ Denied _____

Student Employment Authorization _____ Date _____

CLASS	SUFFIX	POSITION #	WAGE	EFFECTIVE DATE