

**MONTANA TECH STUDENT EMPLOYMENT CERTIFICATION**

Renewal is required for summer and fall employment annually.

| Student Name | Last | First | Middle | Student ID Number |
|--------------|------|-------|--------|-------------------|
|--------------|------|-------|--------|-------------------|

**STUDENT EMPLOYEE AWARD INFORMATION**

Have you been awarded work-study funding? Yes ☐ No ☐ Unsure ☐ If yes, will you use it for this position? Yes ☐ No ☐  
NOTE: Work-study may only be used for one position.

Have you been awarded a GTA or GRA? Yes ☐ No ☐ If yes, employing department \_\_\_\_\_

**STUDENT INFORMATION (To Be Completed By Student)**

Permanent Mailing Address \_\_\_\_\_  
Street Number and Name City State Zip

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Male ☐ Female ☐ Are you a US Citizen? Yes ☐ No ☐ If no, what country are you from? \_\_\_\_\_

Previously employed at Montana Tech? **No** ☐ (complete entire Student Employment Packet)

**Yes** ☐ (complete Student Employment Certification form only) Month/Year of last employment \_\_\_\_\_

Currently working at Montana Tech? Yes ☐ No ☐ Department(s): \_\_\_\_\_  
(Note: Total hours per week cannot exceed 20. See policy online for details.)

Year in School:

Highlands 1<sup>st</sup> yr ☐ Highlands 2<sup>nd</sup> yr ☐ FR ☐  
SO ☐ JR ☐ SR ☐ Post Bacc ☐ Grad ☐ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYMENT INFORMATION (To Be Completed By Employer)**

Employing Dept. \_\_\_\_\_ Job Title \_\_\_\_\_

Hourly Wage (at least minimum wage) \$ \_\_\_\_\_ Stipend\* \$ \_\_\_\_\_ Monthly ☐ Semester ☐  
Hours worked (20/wk max) must be recorded on all time cards! \*See Job Classification & Wage guidelines online for restrictions.

For this position, employee is New ☐ Returning ☐ Expected Employment Period From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
M/D/Y M/D/Y

Approximate hrs/week \_\_\_\_\_ Send time cards to: \_\_\_\_\_ Charge to Depart./Project # \_\_\_\_\_  
Student is registered, \_\_\_\_\_ credits\* (If left blank, will go to the employer) (Required for all jobs, including work-study.)  
\*Before beginning work, student employee must be registered full-time for the current semester; for summer work, student must be full-time for summer or fall!

**Job Description** (If left BLANK, form will be RETURNED to the Employer for completion, which could result in a delay of pay.)

(Justification REQUIRED if wage is above entry rate, attach to form) Will this employee have access to student information? Yes ☐ No ☐

Employer Name & Email Address \_\_\_\_\_ (please print) Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

WS Award accepted? Yes ☐ No ☐ Amount \$ \_\_\_\_\_

Job Classification \_\_\_\_\_ Awarded Terms: Fall \_\_\_\_\_ Spring \_\_\_\_\_

1225 (NWS) ☐ 1226 (FWS) ☐ 1228(SWS) ☐ 1126 GTA (BGA011) ☐ 1127 GRA (other dept.) ☐

WC: Low ☐ High ☐ Semester Credits: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_