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| **IGNITE STUDENT INFORMATION (to be completed by student)** | | | |
| Last Name: | Employee Number (if applicable): | | |
| First/Middle Name: | Student I.D. Number: | | |
| **IGNITE HIRING INFORMATION (to be completed by employer)** | | | |
| Term hired for:  Fall and Winter (September to April) – 8-month subsidy  Fall only (September to December) – one term subsidy  Winter only (January to April) – one term subsidy  Summer | Job ID # (from mySuccess): | | |
| Dept. Account # (MUST end in 81520.WKS.00.000): | | |
| IMPORTANT NOTE: To maintain eligibility as an Ignite participant, students must:   * Attend a Launch session * Be registered in a 60% course load (domestic) OR 80% course load (international) – Applicable in Fall/Winter only * Be in good academic standing * Not be on a co-op work term   Contact ignite@uwindsor.ca for any questions related to the above. | | | |
| **EMPLOYMENT DETAILS (to be completed by department)** | | | |
| Position/Job Title: \*must be the exact title you were approved for\* | Department: | | |
| Direct Manager/Supervisor: | Start Date:  End Date: | | |
| Rate of Pay per Hour (4% Vacation Entitlement will be added): | Hours of Work (part time hours of work must not exceed a total of 24 hours per week): | | |
| **JOB DETAILS/DESCRIPTION (to be completed by department)** | | | |
| Type of Work Performed:  Clerical  Administrative  Technical  IT-based  Other | | | |
| Key Functions (identify key duties to be performed):  1. 6.  2. 7.  3. 8.  4. 9.  5. 10. | | | |
| **AUTHORIZATION INFORMATION – To Be Signed By Departmental Payroll Signing Authority Only** | | | |
| Student Casual Wage Time Sheet Authorized By (please print): | | | Date: |
| Signature: | | | |
| Hiring Authorized by (please print): | | | Date: |
| Signature: | | | |
| **VERIFICATION OF DOCUMENTS (HUMAN RESOURCES USE ONLY)** | | | |
| Eligibility to Work in Canada Yes ❑ No ❑ N/A ❑ | | Study Permit Yes ❑ No ❑ N/A ❑ | |
| Verifier’s Initials: | | | Date: |

**NOTE: Payment will NOT be made until this form is FULLY COMPLETED**