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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**