Montana Tech Student Employment Certification

Student Success Center 3.126

Phone:406-496-4223

Renewal is required for summer and fall employment annually

SECTION 1: STUDE	NT INFORM	IATION (T	o Be Completed By T	he Studen	t) *All	l fields	s must be co	mplet	ed or form wi	ill be re	turned*	
		Student L	Last Name			Student First Name					Middle Initial	
Permanent Mailing Address (Paychecks			ill be mailed here) City			S		St	ate	Zip Co	ode	
Birth Date Telephone		elephone	e Number		Email Address			l		ı		
☐ Male	I certify th	nat I am:				Year in School:						
☐ Female	-		United States			☐ 1 st year Highlands ☐ 2 nd year Highlands						
_ remaie			of the United States			☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior						
	☐ A lawful permanent resident				□ Post Bacc □ Gra			•	•			
	☐ A lawful permanent resident					POST BACC DIGIAU						
Previously emplo			ech within the last 2	2 years? [∃Yes		No: Comple	te ent	ire Student Ei	mploym	nentPacket	
Have you been o	ffered wo	rk-study f	funding? (Work-study	may only b	e	Have	you been	offere	ed a GTA or 0	GRA?		
used for one position	1)					\square N	0					
□ No				☐ Yes: \			es: What de	s: What department?				
☐ Yes: will you u	se it for th	is positio	on? □ Yes □ No									
Student Signatur		D				Date	ite					
SECTION 2: EMPLO	YMENT INI	ORMATIC	ON (To Be Completed	By Super	visor)	*All fi	ields must be	com	pleted or form	n will b	e returned*	
SECTION 2: EMPLOYMENT INFORMATION (To Be Completed By Supervisor) *All fields must be completed or form will be returne Employing Department Job Title												
MACILIANA ANAMALANA	ee need or	have acc	cess to any Student	Academi	c Info	ormat	tion? 🗆 Ye	es: FE	RPA training is	requir	ed 🗆 No	
For this position, e			ed Employment Perio	o d En	ding _			ar	Approximat		week	
For this position, € ☐ New ☐ Returning	employee is	Beginni	ed Employment Periong//_ Month / Day / Ye	o d Endear	ding _ N	Month	_// n/ Day / Ye :	ear		e hrs/		
For this position, e	employee is	Beginni	ed Employment Periong//_ Month / Day / Ye	o d En	ding _ N	Month	-	ear	Approximat Charge to D	e hrs/		
For this position, 6 New Returning Hourly Wage (See	employee is	Beginning action & Wa	ed Employment Periong//_ Month / Day / Ye	ear Send tin	ding _ N necar	Month ds to :	· · · · · · · · · · · · · · · · · · ·		Charge to D	e hrs/v	/Project #	
For this position, end we will be returning Hourly Wage (See \$ Job Description (A for Higher Wage" for Higher Wage in the return of the return	Job Classific Justification orm, see Jo	Expecte Beginning tation & Wa	ed Employment Perio ing / / . Month / Day / Ye age Guidelines) RED if wage is above election & Wage Guideli	Send tine	compore inf	Month ds to: olete t	: he " <u>Montana</u> tion)	a Tech	Charge to D	e hrs/v	/Project #	
For this position, end of New Returning Hourly Wage (See \$ Job Description (Job Classific Justification orm, see Jo	Expecte Beginning tation & Wa	ed Employment Perioring / / Month / Day / Yeage Guidelines) RED if wage is above on the second control of the second control o	Send tine	compore inf	Month ds to: olete t	: he " <u>Montana</u>	a Tech	Charge to D	e hrs/v	/Project #	
For this position, end we will be returning Hourly Wage (See \$ Job Description (A for Higher Wage" for Higher Wage in the return of the return	employee is a Job Classific Justification orm, see Jo	Expecte Beginnin ation & Walter Beginnin bris REQUIF bris Classification bris REQUIF bris Classification bris REQUIF bris REQU	ed Employment Perio ing / / . Month / Day / Ye age Guidelines) RED if wage is above election & Wage Guideli	Send tine	compore inf	Month ds to: olete t	: he " <u>Montana</u> tion)	a Tech	Charge to D	e hrs/v	/Project #	
For this position, on the New Returning Hourly Wage (See § Job Description (Annual of the New York Page) for Higher Wage of the Supervisor Name	employee is a Job Classific Justification orm, see Jo c (please pri	Expecte Beginnin ation & Walter Beginnin bris REQUIF bris Classification bris REQUIF bris Classification bris REQUIF bris REQU	ed Employment Perio ing / / . Month / Day / Ye age Guidelines) RED if wage is above election & Wage Guideli	Send tine	compore inf	Month ds to: olete t	: he " <u>Montana</u> tion)	a Tech	Charge to D	e hrs/v	/Project #	
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