



## School of Hospitality Work Experience MMH HF 740 Declaration Form

Student Name \_\_\_\_\_

BUID: \_\_\_\_\_ International Student? No Yes

**\*International Students** Be sure to fill out a Curricular Practical Training (CPT) application form found on the International Students & Scholars Office (ISSO) website and have it signed by SHA Career Services. **This includes unpaid or volunteer experiences. It typically takes 5 business days for ISSO to process. Please plan your start date with your employer accordingly. Students are eligible to work beginning Sept 1, 2017 and can work through Dec 31, 2017.**

### COMPANY INFORMATION:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### JOB INFORMATION:

Job title: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Compensation (if paid): \$ \_\_\_\_\_ Per (hour, week, etc): Hours per Week? (approximately): \_\_\_\_\_

How or where did you find this opportunity? \_\_\_\_\_

Job description/responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

**Once you have completed your 400 hours please provide a letter on company letterhead from your employer verifying that you completed your work experience and submit to Career Services.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Submit completed form to SHA Career Services 928 Commonwealth Avenue, Room 102.**