

Student Hire Form

Please fill out a separate form for each position you are getting hired for in BUMechE. Make sure to fill out this form fully and as accurately as possible.

Failure to do so can result in delay of you getting hired.

Fill out your part of the form, then send it to your hiring professor/supervisor to complete the last part. The form should be filled out digitally but if you have any issues doing so, you can print it out. If you have any questions about this form, please email mechegin@bu.edu.

Student Information

Full Legal Name _____ BU ID _____

Email _____ Student status _____

Are you an international student? Yes No

Which college are you attending?

Are you currently working any other jobs on BU Campus? Yes No

Please note that BU policy allows you to work up to 20 hours a week total all on campus jobs. For example, if you work 6 hours as a TA in COM and 10 hours in GSU, you are only allowed to work a max of 4 hours a week for this position.

If yes, how many hours are you working at those jobs? _____

If no, have you worked at BU before? Yes No

If yes, when and in which department did you work?

Job Information

If you don't know the answer to some of these questions, please have the hiring professor/supervisor help fill it out. For questions about work study, please visit: <https://www.bu.edu/seo/>

Are you planning to use work study for this position? Yes No

What position are you being hired for?

Who is the supervisor you are working for? _____

Which course is this for? (If not for a course please put N/A) _____

How many hours per week are you planning to work in this job? _____

What semester will you be working for?

Save form here and send it to the hiring professor/supervisor to fill out the rest.

This section is to be filled out by the hiring professor/supervisor only.

If this is a non-MechE funded hire, such as a research/lab assistant, please provide the grant/funding source:

If this hire is for MechE course support, please confirm the course number and section(s):

Please review the form carefully and make sure the job information is accurate. When done, sign below and send this form back to mechefin@bu.edu.

I have reviewed the job information above, and I approve of this hire.

Signature: _____ Date: _____