



PARK UNIVERISTY STUDENT EMPLOYMENT TRANSFER REQUEST FORM

This form must be completed and signed by the receiving and departing supervisors, along with the student employment coordinator. Once the transfer is approved, a copy will be provided to each supervisor and the student.

A new contract must be completed before the student can begin working in his or her new department. In most cases the hourly rate will remain the same, depending on the circumstances and the department transferring to.

Student Name _____ ID# _____

Current Department _____

Reason for transfer _____

Supervisors signature _____ Date _____

Student's signature _____ Date _____

Department transferring to _____ Effective date _____

Signature _____ Date _____
(New Supervisor)

Signature _____ Date _____
(Student Employment Coordinator)