

Northwestern State University  
Member of the University of  
Louisiana System  
Natchitoches, LA 71497

**Department Request for Student Employees**

**Instructions:**

1. Fully complete and return to the Student Employment Office, Roy Hall 002, by June 1.
2. Attach any additional sheets if necessary.
3. Have approving agent sign form.

**Section 1: To be completed by the Requesting Department**

**PLEASE PRINT ALL INFORMATION**

This information will be used to determine employment assignments, and to establish budgeting priorities for the Federal Work Study Program.

\_\_\_\_\_  
Contact Person (Please Print)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Requester's Signature

Fall 2\_\_\_\_

Spring 2\_\_\_\_

Summer 2\_\_\_\_

Total Number of Student workers Requested

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate the names of student workers in priority order you would like to see reassigned to your department OR removed from your department. (Attach additional sheets if necessary)

**We would like the following students to be reassigned to our department**

**Name**

**CWID #**

**Name**

**CWID #**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please do not return the students listed below**

**Name**

**CWID #**

**Reason**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Approving Agent

\_\_\_\_\_  
Date

**NOTE: Every effort will be made to place the students you requested in your department. Completion of this form is not a guarantee that your request will be met.**