



WHITTIER COLLEGE
Human Resources Department
STUDENT EMPLOYMENT ACTION REQUEST (SEAR) FORM

NOTE: SEAR Form must be completed, approved and returned to Human Resources for processing before beginning work.

Name: (Last) (First) (Middle) Student ID #
Poet email: Cell #

Section I: Award Type

This student has a financial aid work award in the amount of: \$
Federal Work Award
Whittier Work award
Exception Funding
Dept./Grant #

This student is a:
Returning Student (Rehire)
New Student (New Hire)
I-9 Documentation
W-4 Documentation

Section II: To be completed by Hiring Supervisor

For Human Resources use only

JOB # 1: Department: Dept. #
First day of work: Number of weeks:
Pay Rate: Amount Allocated:

\$

CHG #1 Department Name: Dept. #:
Increase Allocation To: Decrease Allocation To:
Effective Date: Supervisor Initial:

\$

CHG #2 Department Name: Dept. #:
Increase Allocation To: Decrease Allocation To:
Effective Date: Supervisor Initial:

\$

TERM Last day worked: Amount Earned: \$

I have read and discussed the Student Employment Policies & Procedures with my student:

Federal Work Award
Whittier Work Award
Exception
Dept./Grant

SIGN Supervisor's Printed Name/ Signature Date Ext.

ST0 --

JOB # 2: Department: Dept. #:
First day of work: Number of weeks:
Pay Rate: Amount Allocated:

\$

CHG #1 Department Name: Dept. #:
Increase Allocation To: Decrease Allocation To:
Effective Date: Supervisor Initial:

\$

CHG #2 Department Name: Dept. #:
Increase Allocation To: Decrease Allocation To:
Effective Date: Supervisor Initial:

\$

TERM Last day worked: Amount Earned: \$

I have read and discussed the Student Employment Policies & Procedures with my student:

Federal Work Award
Whittier Work Award
Exception
Dept./Grant

SIGN Supervisor's Printed Name/ Signature Date Ext.

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