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|----------------------------|
| <b>FOR OFFICE USE ONLY</b> |
| #: _____                   |
| REC: _____                 |

**OFFICE OF EMPLOYMENT EQUITY FOR PERSONS WITH DISABILITIES  
STUDENT SUMMER EMPLOYMENT PROGRAM  
STUDENT PLACEMENT PROPOSAL**

**Submitted By**

|                         |  |
|-------------------------|--|
| <i>DEPARTMENT</i>       |  |
| <i>DIVISION</i>         |  |
| <i>MAILING ADDRESS</i>  |  |
| <i>CONTACT PERSON</i>   |  |
| <i>TITLE</i>            |  |
| <i>TELEPHONE NUMBER</i> |  |
| <i>FAX NUMBER</i>       |  |
| <i>E-MAIL ADDRESS</i>   |  |

**Proposed Placement**

|                                                                              |  |
|------------------------------------------------------------------------------|--|
| <i>PROPOSED POSITION TITLE</i>                                               |  |
| <i>REQUESTED START DATE</i>                                                  |  |
| <i>REQUESTED END DATE</i>                                                    |  |
| <i>STUDENT SUPERVISOR</i>                                                    |  |
| <i>SUPERVISOR TITLE</i>                                                      |  |
| <i>TELEPHONE NUMBER</i>                                                      |  |
| <i>FAX NUMBER</i>                                                            |  |
| <i>E-MAIL ADDRESS</i>                                                        |  |
| <i>PROPOSED DUTIES<br/>(use back of sheet if more<br/>space is required)</i> |  |

**Payroll Information**

|                         |  |
|-------------------------|--|
| <i>PAYROLL PERSON</i>   |  |
| <i>TITLE</i>            |  |
| <i>DEPARTMENT</i>       |  |
| <i>DIVISION</i>         |  |
| <i>MAILING ADDRESS</i>  |  |
| <i>TELEPHONE NUMBER</i> |  |
| <i>FAX NUMBER</i>       |  |
| <i>E-MAIL ADDRESS</i>   |  |

**NOTE: OCIO SHOULD BE CONTACTED TO ADVISE OF EQUIPMENT AND EMAIL REQUIREMENTS**

\_\_\_\_\_  
DIVISIONAL REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HUMAN RESOURCE REPRESENTATIVE

\_\_\_\_\_  
DATE