

CDL NEW HIRE APPLICATION

Student's Name _____ Student ID# _____

Phone Number _____ Text? Yes No Email Address _____

Do you currently work for MU, If Yes what dept? _____

I. Documentation required for State Licensing (to be verified by Raina Cornell)

1. _____ FCSR (criminal background check)
2. _____ Food Handler's training
3. _____ Emergency Contact Information

II. Employee Authorization

1. I have received a clear explanation of all policies and procedures and will do my best to comply with all policies and work to keep the children at the CDL safe and secure while I am employed at the CDL.
2. I will comply with the documentation necessary to work as a temporary part-time employee at the Child Development Laboratory and understand that, if my paperwork expires and I have not provided the necessary documentation, my employment at the Child Development Laboratory will end.

Employee Signature _____ **Date** _____

Official Date of Hire _____ (Office Support Assistant IV)

Expected Start Date _____ **Expected End Date** _____ (CDL Director)

Last Date Paid _____ **Termination Date** _____ (Office Support Assistant IV)

UNDERGRADUATE STUDENT **GRADUATE STUDENT**

Position Title: Student Teaching Clerical **4022** Student Assistant Teaching **4026**
 Student Assistant Paraprofessional **4024** Student Assistant Technical **4027**
 Student Assistant Research **4025** Other _____

Hourly rate: \$ _____ **Average hours per week** _____ (CDL Director)

Work Study Award \$ _____ **per** _____ (Office Support Assistant IV per award letter)

Office Support Assistant IV Signature and Date _____

CDL Director Signature and Date _____