



Business Office
INSTITUTIONAL JOB ASSIGNMENT /
AGREEMENT FORM APPROVED STUDENT HELP

Year \_\_\_\_\_
Semester \_\_\_\_\_

Name of Student \_\_\_\_\_

Address \_\_\_\_\_

Social Security \_\_\_\_\_ Male/Female \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Employment \_\_\_\_\_

Salary \_\_\_\_\_

Anticipated graduating Date \_\_\_\_\_

I, \_\_\_\_\_, agree to render faithful service to Campbell University and the Department to which I am assigned. It will be my responsibility to work as scheduled or inform the department head of anticipated absences under normal conditions. I understand that failure to adhere to the above guidelines will be just cause for termination of my institutional work assignment.

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_

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STUDENTS MUST OBTAIN THE FOLLOWING SIGNATURES AND RETURN THIS FORM TO THE PERSONNEL OFFICE BEFORE EMPLOYMENT. STUDENTS WILL NEED TO BRING WITH THEM THEIR DRIVING LICENSE OR PASSPORT AND SOCIAL SECURITY CARD.

• Department account number to be charge \_\_\_\_\_

DEPARTMENT HEAD

PAYROLL DEPARTMENT

Campbell University Departments that may employ Institutional Students.

<u>DEPARTMENT</u>	<u>TELEPHONE EXT.</u>
Student Activities	1546
Biology	1730
School of Business	1410
Chemistry and Physics	1730
Education and Psychology	1630
English Department	1565
Mass Communications	1520
Art Department	1515
Drama and Speech	1505
Music Department	1495
Foreign Language	1667
Government and History	1480
Physical Education	1360
Johnson Memorial Swimming Pool	1353
Home Economics	1655
Mathematics	1660
Military Science	1580
Religion and Philosophy	1675
Computer Science	1580
Computer Information	1405
Computing Services	1434
School of Law	1750
School of Pharmacy	1685
Carrie Rich Library	1460
Law School Library	1790
Physical Plant	1610
Security	1375
Campbell Times	1124
Pine Burr Annual	1541
The Lyricist	1573
Admissions	1290
Financial Aid	1313
Student Life	1540
Residence Life	1542
Religious Activities	1547
President's Office	1205
Business Office	1245
Service Enterprises	1420
Advancement	1215
Alumni	1235
Food Service	1535
Athletics	1327
Intramurals	1367
Campus Minister	1549