PETER A. ALLARD SCHOOL OF LAW STUDENT APPOINTMENT FORM

Instructions:

- 1. Student appointment form must be completed and sent to payroll@allard.ubc.ca 1-2 weeks prior to student employment start date for processing.
- **2. Section 1** to be completed by Faculty/Staff authorizing the student appointment.
- **3. Section 2** to be completed by the Student.

Please review the Guide to Hiring Student Workers.

Students are not permitted to work prior to the start date of their appointment.

SECTION 1: AUTHORIZATION OF STUDENT EMPLOYMENT

Name of Hiring Supervisor (Faculty/Manager): Signature:	Name of Stude	ent:				
(Note: Max hours include statutory holidays) Additional Information:				End date of appointment:		
Name of Hiring Supervisor (Faculty/Manager): BC LAW Internal Pay Rates as of May 1, 2024. (Please ENCIRCLE the pay rate for the student appointment): JD LLM PhD May 202 Work Learn (Rate based on WL funding letter) SECTION 2: TO BE COMPLETED BY STUDENT SECTION 2: TO BE COMPLETED BY STUDENT First Name: Surname: UBC Employee ID: Phone Number: Email: City/Province/Postal Code: Student Mailing Address (Apt/House No. & Street): City/Province/Postal Code: Student Type/Category: For non-UBC Law student hire, select current student degree: JD LLM PhD Domestic (Canadian/Permanent Resident) International (please attach study/work permit)	Maximum hou (Note: Max hour	rs (required field): s include statutory ho	olidays)	_ Maximum dolla (Note: Max dollars	rs:s include statutory holiday	/ pay)
BC LAW Internal Pay Rates as of May 1, 2024. (Please ENCIRCLE the pay rate for the student appointment): JD	Additional Information:			Primary WorkTag for costing allocations:		
\$25.26 \$27.26 \$29.26 \$29.26 \$Graduate: (Rate based on WL funding letter) SECTION 2: TO BE COMPLETED BY STUDENT Surname: Surname: UBC Employee ID:	Name of Hiring	રૂ Supervisor (Faculi	ty/Manager):	Signature:		
\$25.26 \$27.26 \$29.26 \$29.26 \$Graduate: (Rate based on WL funding letter) SECTION 2: TO BE COMPLETED BY STUDENT Surname: Surname: UBC Employee ID:	BC LAW Intern	al Pay Rates as of I	May 1, 2024. (Please El	NCIRCLE the pay rate	e for the student appoin	tment):
Student Number: DBC Employee ID:	JD \$25.26				(Rate based on WL	Other Hourly Pay rate: \$
Student Number: Phone Number: Current Mailing Address (Apt/House No. & Street): Student Type/Category: JD LLM PhD Domestic (Canadian/Permanent Resident) International (please attach study/work permit) Sumanie: Lmail: City/Province/Postal Code: For non-UBC Law student hire, select current student degree:			SECTION 2: TO BE	COMPLETED BY STU	DENT	
Phone Number: Current Mailing Address (Apt/House No. & Street): Student Type/Category: JD LLM PhD Domestic (Canadian/Permanent Resident) International (please attach study/work permit) Email: City/Province/Postal Code: For non-UBC Law student hire, select current student degree:	First Name:			Surname:		
Current Mailing Address (Apt/House No. & Street): Student Type/Category: JD LLM PhD Domestic (Canadian/Permanent Resident) International (please attach study/work permit) Email: City/Province/Postal Code: For non-UBC Law student hire, select current student degree:	Student Number:			UBC Employee ID:		
City/Province/Postal Code: City/Province/Postal Code: City/Province/Postal Code: City/Province/Postal Code: City/Province/Postal Code: For non-UBC Law student hire, select current student degree: JD LLM PhD Domestic (Canadian/Permanent Resident) International (please attach study/work permit)	Phone Numbe	r:		Email:		
JD LLM PhD Domestic (Canadian/Permanent Resident) International (please attach study/work permit)	Current Mailin	g Address (Apt/Ho	ouse No. & Street):			
JD LLM PhD Domestic (Canadian/Permanent Resident) International (please attach study/work permit)	Student Type/0	Category:				current
International (please attach study/work permit)	JD	LLM PhD		student degree:		
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