

# Employment Forms

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## Academic Student Employees (ASEs)

### Appointment Letter Templates

[Reader or Tutor \(Graduate\) Appointment Letter Template](#)

[Reader or Tutor \(Undergraduate\) Appointment Letter](#)

[Teaching Assistant Appointment Letter Template](#)

[Non-Student Appointment Letter Template](#)

### Description of Duties

[Associate-in-lieu Description of Duties Template](#)

[Reader Description of Duties Template](#)

[Teaching Description of Duties Template](#)

[Tutor Description of Duties Template](#)

[Non-Student Description of Duties](#)

## Membership Election Form

[Membership Election Form](#)

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## Childbirth Accommodation

[Childbirth Accommodation Form](#)

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## Childcare Reimbursement

[ASE Childcare Reimbursement Form](#)

[GSR Childcare Reimbursement Form](#)

[Research Fellow/Trainee Childcare Reimbursement Form](#)

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## Employment Exceptions

### Students

[Employment Exception Request Form](#)

Submit completed and signed forms via the Financial Support Exceptions Google Form: <https://forms.gle/64iaxJLPjkDKRUQ29>

### Non-Students

[Non-Student Employment Exception Request Form](#)

[Non-Student Biography Form](#)

Submit completed and signed forms via the [Financial Support Exceptions Google Form](#)

*For questions or comments about information on this page, contact Graduate Division by submitting a [Services & Support ticket](#).*