Employment Forms

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

Childbirth Accommodation
Childbirth Accommodation Form

Childcare Reimbursement
ASE Childcare Reimbursement Form
GSR Childcare Reimbursement Form
Research Fellow/Trainee Childcare Reimbursement Form

Employment Exceptions
Students
Employment Exception Request Form

Non-Students
Non-Student Employment Exception Request Form
Non-Student Biography Form

Submission
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.