

PRINT ON EMPLOYER LETTERHEAD- Please return the completed letter to the student

Date: _____

To: **Office of Multicultural & International Student Services, Cultural Center, Hampshire College**

Re: Name of student _____

This letter is to verify the employment offer to the student named above for the following position:

Job title: _____

Job responsibilities: _____

Dates of employment: employment cannot be extended

Beginning date _____ Ending date _____
(MM/DD/YYYY) (MM/DD/YYYY)

Number of hours to be worked per week *(please circle one)*:

Part Time (up to 20 hours/week)

Full Time (up to 40 hours/week)

Employer name and address (where job will be performed):

Student's Immediate Supervisor: _____

In offering the employment described above, the employer understands that the student's participation in this position is intended to meet academic goals/objectives required to fulfill specific academic program (division) requirements at Hampshire College.

Employer Signature (sign in BLUE ink): _____

Signatory's Name and Title: _____

Phone Number (include area code): _____