

# University of North Texas EMPLOYMENT WAIVER FORM

Semester:      Fall      Spring      Summer                      33W      5W1      5W2      8W1      8W2      10W  
Academic Year:      \_\_\_\_\_

**Student Required Information and Questions:**

EMPL ID# \_\_\_\_\_

Last (Family) Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

- |    |  |     |    |
|----|--|-----|----|
| 1. | Are you the primary employee eligible for an Employment Waiver?                            | YES | NO |
| 2. | Are you the SPOUSE or DEPENDANT of the primary employee eligible for an Employment Waiver? | YES | NO |

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**Employee Required Information and Questions:**

EMPL ID# \_\_\_\_\_

Last (Family) Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Employee's Major: \_\_\_\_\_ Employing Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Code: \_\_\_\_\_ Number of Hours Worked Each Week: \_\_\_\_\_

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|----|--|-----|----|
| 1. | Will the employee be employed at least 50% (20 hours per week) by the university?  | YES | NO |
| 2. | Will the employee have direct contact with students in an academic capacity or be engaged in research activities directly related to fulfillment of the employed students' major requirements? | YES | NO |
| 3. | Is this position administered by the department of the student employee's major?   | YES | NO |
| 4. | Is this this a Teaching Fellow, Teaching Assistant, or Research Assistant Position?  | YES | NO |

*If "no" was checked for question #3 or #4, please describe briefly how the employment position relates to employee's degree program and how the position and employee will interact directly with students in an academic capacity. (Attach additional sheets if necessary.) If employee is employed in a department other than degree major, an academic authority in their major department must certify there is a direct relationship between the employee's position and their degree program.*

Please list the name of employee's major professor, advisor or chair:

\_\_\_\_\_ Extension: \_\_\_\_\_

