

**Wilkes University**  
**WORK / STUDY PROGRAM APPLICATION**  
**2011-2012**

NAME \_\_\_\_\_

WIN \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

Job Title: Student Aid                      Position Code: \_\_\_\_\_                      Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_                      Contact info: \_\_\_\_\_

Position Type: (Circle one)      Federal Work Study      Student Employment      Grant

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**To complete the hiring process the following steps must occur:**

1. **SUPERVISOR:** Complete section below, apply hourly rate, and sign form. SUBMIT completed form to STUDENT SERVICES via email, personal delivery or FAX: [onestop@wilkes.edu](mailto:onestop@wilkes.edu) Fax: 570.408.3000
2. **PROSPECTIVE EMPLOYEE:** Check your financial aid and inform supervisor if you are Federal Work Study eligible. Sign form below and complete employment paperwork at Student Services.

**All employees are REQUIRED to complete EMPLOYMENT PAPERWORK prior to start of work**

**TO BE COMPLETED BY SUPERVISOR and STUDENT EMPLOYEE AT TIME OF HIRING**

Supervisor signature: \_\_\_\_\_ (print name): \_\_\_\_\_

Hourly Rate (choose and initial):  \$7.50      OR       \$8.00

**TO BE COMPLETED BY STUDENT AT TIME OF HIRING**

**I understand:**

- I must complete employment paperwork PRIOR to the start of work or payroll cannot be processed.
- The maximum work hours per week during the school term is 20 hours.
- For Federal Work Study positions, my earnings cannot exceed my Federal Work Study Award total.

**Student Signature:** \_\_\_\_\_

**TO BE COMPLETED BY STUDENT SERVICES or HUMAN RESOURCES**

Emp paperwork: \_\_\_\_\_ Date: \_\_\_\_\_ Student is approved for work: \_\_\_\_\_