

Wilkes University
WORK / STUDY PROGRAM APPLICATION
2011-2012

NAME: _____

WIN: _____ CELL PHONE: () _____ - _____

Job Title: **Student Technician** Position Code: _____ Department: _____

Supervisor: _____ Contact info: _____

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

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 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 & STUDENT EMPLOYEE AT TIME OF HIRING

Supervisor signature: _____ (print name): _____

Hourly Rate (choose and initial): \$7.50 \$8.00 \$8.50 \$10.00

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

Empl. paperwork: _____ Date: _____ Student is approved for work: _____