



2016-2017 APPLICATION FOR STUDENT EMPLOYMENT

Instructions:

1. Complete each section of this application and sign the certification.
2. Upload the completed application to “My Documents” in BeaconConnect. Search “work study” jobs and click “Apply Now” to select your application materials for submission to the department you are interested in. You may also need to upload a resume.
3. Qualified applicants will be contacted to set up an interview. You must respond promptly and interview before or during the first week of class.

Please direct all questions regarding the application process to the Financial Aid Office via e-mail at finaid@nwcu.edu.

For assistance with BeaconConnect, please contact the Career Center at careercenter@nwcu.edu.

Student Name: _____ SSN: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone/Cell: _____ E-mail: _____

Mark an “X” in the appropriate box.

Are you legally eligible to be employed in the United States?

Are you over the age of 18 years?

Do you have a valid driver’s license?

Are you eligible for Federal Work Study*?

*Eligibility is listed on your financial aid award letter.

Yes	No

POSITION SELECTION

Please list the position(s) you are applying for.

Position: _____ Department: _____

Position: _____ Department: _____

Position: _____ Department: _____

Position: _____ Department: _____

Position: _____ Department: _____

ACADEMICS

Academic Interests/Majors: _____

Career Goals/Aspirations: _____

Current Class Standing: Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate _____

Enrolling this term as a(n): Entering Freshman _____ New Transfer _____ Returning NCU Student _____

AVAILABILITY

Note your availability to work below by the hour. Mark an "X" in each hour block for which you are willing to dedicate to campus employment. Factor in your class schedule, eating times, studying and other obligations.

Monday			Tuesday			Wednesday			Thursday			Friday		
Before 6		12 PM	Before 6		12 PM	Before 6		12 PM	Before 6		12 PM	Before 6		12 PM
6 AM		1 PM	6 AM		1 PM	6 AM		1 PM	6 AM		1 PM	6 AM		1 PM
7 AM		2 PM	7 AM		2 PM	7 AM		2 PM	7 AM		2 PM	7 AM		2 PM
8 AM		3 PM	8 AM		3 PM	8 AM		3 PM	8 AM		3 PM	8 AM		3 PM
9 AM		4 PM	9 AM		4 PM	9 AM		4 PM	9 AM		4 PM	9 AM		4 PM
10AM		5 PM	10AM		5 PM	10AM		5 PM	10AM		5 PM	10AM		5 PM
11AM		6 PM	11AM		6 PM	11AM		6 PM	11AM		6 PM	11AM		6 PM
		After 6			After 6			After 6			After 6			After 6

Mark an "X" in the appropriate box.

Are you available and willing to work regular weekend hours?

Are you available and willing to work special weekend events?

Are you a Student-Athlete who may have sport-related events?

Yes No

EXPERIENCE & SKILLS

List any official or unofficial positions you have held from high school to the present that would validate your experience and qualifications for the positions for which you are submitting this application.

Previous Experience

Employer	Dates of Employment	Brief list of tasks Performed

Skills & Abilities: Mark an "x" next to the skills/abilities that apply.

___ General Office [phones, filing, etc.]

___ Lettering/Calligraphy

___ Equipment Operation

___ Retail Sales/Cash Handling

___ Grounds keeping/Landscaping

___ Audio/Visual Operation

Computer Experience: Mark an "x" next to the skills/abilities that apply.

___ Word

___ Excel

___ PowerPoint

___ Access

___ Web Design

___ Other: _____

I certify that all answers given by me are true, accurate and complete; I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment. Further, I understand that consistent attendance and punctuality are essential to every job at Northwest Christian University.

Student's Signature: _____

Date: _____

Submit the completed and signed application to the hiring department in BeaconConnect by the application deadline posted online.

OFFICIAL USE ONLY

Hiring Department

App. Approved: Yes No,
Reason: _____

Interview Date: _____

Department: _____

Student Hired: Yes No

Position: _____

Notes:

Signature: _____

Financial Aid Office

Receipt Date: _____

Federal/Institutional Work Study Eligible:

Yes No

Signature: _____

Human Resources

Review Date: _____

Documents Received:

Notes: _____

W-4 Form

I-9 Form

FERPA

Emp Authoize

Signature: _____