



## 2017-2018 APPLICATION FOR STUDENT EMPLOYMENT

**Instructions:**

1. Complete each section of this application and sign the certification.
2. Upload the completed application to “Documents” in Handshake. (You will also be required to upload a resume, and potentially other documents depending on the requirements listed.) Under *Jobs and Internships* and then *Job Type*, click “View All” and then select “Work Study” and/or “On Campus Student Employment” (the “Work Study” filter will not show for you if you are not approved for work study). On the job you want to apply for, click “Apply Now” to select your application materials for submission to the department you are interested in.
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](mailto:finaid@nwcu.edu).  
 For assistance with Handshake, please contact the Career Center at [careercenter@nwcu.edu](mailto: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\*?

Yes	No

\*Eligibility is listed on your financial aid award letter.

### POSITION SELECTION

Please list all the department(s) you are seeking employment with. (Optional)

\_\_\_\_\_  
 \_\_\_\_\_

### 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, chapel, 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: \_\_\_\_\_

Either print off and sign application, then scan it and save it to your computer, or follow instructions to input a digital signature. Then submit the completed & signed application to the hiring department/s in Handshake 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: \_\_\_\_\_