

Student Employment Application

Steps to Employment

1. Check with any department you are interested in working with to see if they are hiring.
2. Complete a *Student Employment Application* and share with the hiring department.
3. Set up an interview with the supervisor of the hiring department (if necessary).
4. Complete employment paperwork (Form W-4, Form I-9, Direct Deposit) in the Office of Financial Aid.
Original Social Security Card and State-Issued Photo ID or Passport will be required.
5. Start working!

Student's Name _____ Student ID: _____
Last First

Student Email Address _____

U.S. Citizen: Yes No

Eligible Non-Citizen: Yes No

Work Availability

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.							
P.M.							

- In the chart above, list your weekly availability for work.
 - Students may not work during Chapel hours, unless they are not required to attend Chapel.
 - Students may not work during scheduled class times.
 - The maximum number of hours a student can work during the fall or spring terms is 20 hours per week; students may not exceed 29 hours per week during the summer term.

Student Employee Expectations

I certify that all the information provided by me in connection with my employment application is true and complete and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire, or if hired, termination of employment.

I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the United States.

I understand that submission of this application does not mean that I have been hired or employed by WBU nor is this application a contract of employment.

ALL employment documents must be fully complete and on file with the Office of Financial Aid **before work begins**. If you begin working prior to completion of all required employment paperwork, your pay will be delayed until complete.

Student Employee Expectations

- Conduct yourself according to the Student Conduct Standards as outlined in the *Wayland Student Handbook*.
- Adhere to any standards required by your supervisor for the position (e.g., dress code, training, desk organization, confidentiality, etc.)
- Arrive to work by your scheduled/agreed upon time each shift.
- Communicate with your supervisor as early as possible if you will be late or cannot make your shift.
- Accurate and timely completion of your timesheet

Timesheets

- **Due on the 15th and last day of each month.** If either of these dates fall on a weekend, timesheets will be due on the Friday before that date.
- Do not put more than one pay period on your timesheet.
- Must be signed by you (student employee) **and** your supervisor.
- Your **supervisor will be responsible** for submitting your completed timesheets each pay period.
- Paper timesheets **will not** be accepted.
- Timesheets submitted on the 15th will be paid on the last day of the month. Timesheets submitted on the last day of the month will be paid on the 15th of the next month.

Questions regarding student employment should be directed to studentemployment@wbu.edu.

You cannot start working until all required legal employment documents are complete and submitted to the Office of Financial Aid. By signing below, you are agreeing to the above statements and expectations.

Student Signature _____ Date: _____