

## STUDENT EMPLOYMENT APPLICATION

**Mailing Address**

Office of Work Life Engagement  
1100 E. 5th Street, Anderson IN  
46012-3495

**Location** Decker Hall, Room 112  
**Telephone** (765) 641-4132 Fax: (765) 641-3715

Students are considered for employment without regard to age, gender, ethnic or racial origin, physical or mental disability, marital or veteran status. Answer all questions as completely as possible. Information provided will remain strictly confidential.

Date Completed \_\_\_\_\_

Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Undergrad student  | <input type="checkbox"/> International Student |
| <input type="checkbox"/> Fr <input type="checkbox"/> So <input type="checkbox"/> Jr <input type="checkbox"/> Sr | <input type="checkbox"/> F-1 Visa              |
| <input type="checkbox"/> Graduate Student   | <input type="checkbox"/> Work Permit           |
| <input type="checkbox"/> SOT <input type="checkbox"/> MBA <input type="checkbox"/> MEd                          | <input type="checkbox"/> American Citizen      |
|   | <input type="checkbox"/> _____                 |

Anderson University offers part-time jobs to students enrolled a minimum of 6 hours of classes. Students are authorized to work an average of 15 hours per week (20 hours for International Students) during periods of enrollment, and up to 40 hours per week during periods of non-enrollment (Christmas, Spring Break, and Summer Break). Maximum hours per week includes hours worked in all student jobs and internships combined.

**PERSONAL INFORMATION**

Last Name	First Name	Middle Name
AU Student ID Number		Preferred Name
Home/Permanent Street Address		Home Phone
		Cell Phone
City, State, Zip		*When attending AU you will be expected to use your Ravenmail email.
Email address*		

Have you been convicted of a crime?  Yes  No If yes, please explain. Please note that a conviction does not necessarily disqualify an applicant from employment.

Have you ever been employed by Anderson University?  No  Yes

Department?

Do you have a relative that works at Anderson University? \_\_\_No \_\_\_ Yes

If yes, what Department?	Relationship to you?
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**Anderson University is required to verify your eligibility to work in the United States by completing the Dept. of Homeland Security form I-9, Employment Eligibility Verification. If hired, you will be expected to provide this information, as required by law, within 3 days of beginning work.**

Next page, please.

**VOLUNTEER OR WORK EXPERIENCE****We encourage you to create a resume and take to interview.**

Company/Organization	From _____ to _____
Job title and duties	Reason for leaving:
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">           Create a Resume – Go to Center for Career &amp; Calling for assistance         </div>	
Company/Organization	From _____ to _____
Job title and duties	Reason for leaving:

List skills and/or knowledge acquired from other employment, volunteer opportunities, training, classes or experience. (For example, software proficiency, typing speed, machines operated, certifications, etc.)

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\_\_\_\_(please initial). In accordance with the **Family Educational Rights and Privacy Act (FERPA)**, I understand Anderson University faculty and staff may have access upon request to information from my educational records beyond that considered “directory information,” as it may be necessary to arrive at a student employment decision. This information may include but not limited to: class schedules, grades, and discussing with campus personnel course work in progress.

\_\_\_\_(please initial) I understand a separate release is required authorizing access to my non-public law enforcement records and/or confidential medical information.

\_\_\_\_(please initial) I understand this authorization is valid until a written request to rescind is received by the Office of the Registrar.

\_\_\_\_(please initial). I understand I am not eligible to work in the same a department as an immediate family member.

\_\_\_\_(please initial). I understand to be eligible for the student employment program I must be registered for a minimum of 6 hours of classes during the September to May academic year. I may work for the university under the student employment program during the summer months if I am registered for a minimum of 6 hours for the following academic fall semester.

\_\_\_\_(please initial). I understand to be eligible for the student employment program I must participate in the **Electronic Transfer of Payroll Funds** program. I will provide the University with my financial banking account information for *direct deposit* of my payroll checks.

Furthermore, if I am hired in a student position by Anderson University, I understand that I am expected to meet the following working conditions:

- I will work only the number of hours I am authorized to work which will be provided to me upon hire;
- I will abide by the institutional and department employment policies as described in the **Financial Aid Section, Student Handbook**, and any other materials made available to me.

Lastly, in order to continue to be eligible for Anderson University student employment, I verify that I will meet the required enrollment criteria (please check one):

- \_\_\_\_ I am a **U.S. Citizen or permanent resident**. I agree to remain enrolled 6 hours or more during the academic year. To be eligible for summer employment, I agree to be enrolled for 6 hours or more in the following fall semester. If my enrollment falls below 6 hours per semester, I will notify the Office of Work Life Engagement.
- \_\_\_\_ I am an **International Student and not a permanent resident**. I agree to remain enrolled for 12 hours or more during the academic year. To be eligible for summer employment, I agree to be enrolled for 12 hours or more in the fall semester. If my enrollment falls below 12 hours per semester, I will notify the Human Resources office.

I certify the information I have provided on this application is true and complete to the best of my knowledge.

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

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**How do I sign up for student employment?** Complete a Student Employment Application and State and Federal Withholding (W-4) forms. Review student jobs and receive a Student Employment Referral from Human Resources. Contact Dept. as listed on referral form to express interest in open student position. Go through interview process. If hired, return to Work Life Engagement to complete the DHS I-9 form, and Direct Deposit (EFT) authorization form in Decker Hall, Rm. 112. Or return to WLE for additional student job referrals.

**Payroll:** The majority of student positions pay an hourly wage. The hourly wage ranges begin with Federal Min. Wage. Students are paid on a bi-weekly schedule by means of direct deposit/electronic transfer of payroll funds to a banking institution designated by the student employee. Pay notices may be viewed by logging into AccessAU HR, Main Menu, Self Service, Payroll Compensation, Pay, click arrow to the right. Bi-weekly payroll schedule may be found on the AU website at [www.anderson.edu/hr/biweekly-payroll-schedule.pdf](http://www.anderson.edu/hr/biweekly-payroll-schedule.pdf).

Students are employed under Federal Work Study (**FWS**) or Anderson University Employment (**AUE**). The jobs are paid the same; the only difference is the federal government will reimburse the university a portion of the wages of FWS eligible student workers. Federal Work Study (FWS) is a form of financial aid awarded to students allowing them to earn money to pay for educational expenses. Eligibility is determined by Student Financial Services and notification of eligibility will be indicated in the student's award letter. **FWS eligibility does not guarantee a student a job.** However, priority for employment on-campus in a hourly position is awarded to FWS students and international students for the first two weeks of each academic term. Hourly positions requiring specialized skills, such as certified lifeguard, tutors, etc. are open to all eligible university students and not subject to the two week closed period for FWS eligible students.

## STUDENT JOB CATEGORIES:

**Student Manager:** Supervise and schedule other student workers; level of operational function; work performed with some independence. Includes: Admissions Student Coordinator & Housing Coordinator, Lab Manager, Andersonian & Echoes Editors and other departmental student manager/supervisor positions.

**Labor, Maintenance, Security & Service Trades:** Performs work which requires some physical exertion and does not normally require certification. Includes general maintenance work, security, bookstore clerk and dining services worker.

**Technical:** Performs duties in traditional trades for which technical/trade certification or comparable experience is required. Includes lifeguard, equipment tech, computer tech, athletic trainer, and athletic team manager, athletic team statistician, etc..

**Public Relations/Recruitment/Fund-Raising:** Initiates contact with prospective students or donors for the purpose of recruiting or raising funds. Initiates contact with current students for participation in campus programs. Includes admissions student assistants, tele-touch callers, telemarketing, recruiting and Fruit of the Spirit.

**Office/Clerical:** Performs range of secretarial, receptionist, and office functions. May perform record keeping functions such as data entry, bookkeeping, accounting, computer operations, and various student records management. Includes all academic and administrative department offices. Requires basic office, word processing, and computer skills.

**Major Requirements:** Positions require completion of specific class or skill competency or declared major of study. Includes: science, music, art, language lab asst., tutor, Echoes and Andersonian Staff, theatre studies and nursing lab asst.

**Campus Service/Learning:** Performs duties in the service areas for which specific, prior training is not required. May have prior experience but will train on-the-job. Includes postal clerk, library clerk, printing clerk, chapel attendant, Corner Pocket clerk, intramural official, etc.

**Elected or Appointed Positions:** (Stipend positions - flat amount of pay for a specified time period) Students are elected to the position or are appointed to lead a program or project. Examples would be campus ministry positions, student government positions, resident assistants (RA).

**FWS Off Campus:** Performs work for a non-profit agency at their location. Off Campus requires Federal Work Study (FWS) eligibility and organization to have received a contract through AU Human Resources. Duties vary from working with children, youth, customer service, marketing, and clerical.

### For Office Use Only

2018

Application:	Yes:	Date:	Initials:	
I9 complete:	Yes:	Date:	Initials:	
Tax Forms complete:	Yes:	Date:	Initials:	
Direct Deposit complete:	Yes:	Date:	Initials:	
EFT Scanned to S: drive:	Yes:	Date:	Initials:	

