



# Western Nevada College

Financial Assistance Office

## STUDENT EMPLOYMENT APPLICATION

PERSONAL DATA			
<i>Please print or type</i>			
<b>Student ID #</b>			
<b>Name</b>	Last	First	MI
<b>Mailing Address</b>	Street	City, State	Zip
<b>Phone &amp; Email</b>	Phone	Email	
<b>Major</b>			
<b>Class Standing</b>	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	
<b>Emergency Contact</b>	Name	Relationship	Phone

WORK EXPERIENCE		
Employer	Job Title	Dates Employed

AFFIRMATIVE ACTION INFORMATION	
By federal mandate this institution collects and maintains the data below. Definitions: <a href="http://www.bcn-nshe.org/hr/employment/categories/">http://www.bcn-nshe.org/hr/employment/categories/</a>	
<b>Gender</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Disability Status</b> <input type="checkbox"/> Not Disabled (F) <input type="checkbox"/> Disabled Individual (T)
<b>Date of Birth:</b> (mm/dd/yyyy) ____/____/____	<b>Military Discharge Date</b> (mm/dd/yyyy) ) ____/____/____
<b>Are you Hispanic or Latino?</b> A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.  <input type="checkbox"/> Yes (C) <input type="checkbox"/> No	<b>Military Status:</b> Check as man as apply or none.  <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Other Protected Veteran (Campaign Badge list) See list <a href="http://www.opm.gov/veterans/html/vgmedal2.htm">www.opm.gov/veterans/html/vgmedal2.htm</a> <input type="checkbox"/> Armed Forces Service Medal Veteran
<b>Racial Category or Categories:</b> Please select the category (ies) with which you most closely identify (check as many as apply or none) <input type="checkbox"/> American Indian or Alaska Native (E) <input type="checkbox"/> Asian (D) <input type="checkbox"/> Black or African American (B) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (E) <input type="checkbox"/> White (A)	<b>Visa Status:</b> Expiration Date (mm/dd/yyyy) ____/____/____  Type _____ (F-1/J-1/H-1B)  Country of Citizenship _____

ELIGIBILITY REQUIREMENTS
1. Student is currently enrolled at WNC or any other NSHE institution in a minimum of six credits. 2. Maintain Satisfactory Academic Progress requirements: Student must maintain a 2.0 GPA, maintain a cumulative completion rate of 67% or higher and have completed 67% or better the previous term.  Summer Employment, students must: - Meet Satisfactory Academic Progress requirements - Be a continuing student and have successfully earned a minimum of six credits and be enrolled for the upcoming semester with a minimum of six credits * To remain FICA exempt, students must enroll for a minimum of one credit for the summer term

## TERMS OF EMPLOYMENT AND STUDENT RESPONSIBILITIES

### Hours

- During the semester students may not work more than eight hours per day and 20 hours per week
- During summer, spring and winter break students may work up to 40 hours per week

### Other

- Student employment positions are temporary, hourly appointments and may be terminated at any time at the discretion of the employing department.
- Students are responsible for providing information regarding criminal convictions. A criminal conviction is not an automatic bar to employment, but failure to provide such information may result in an immediate termination.
- Multiple, concurrent positions on campus or in off-campus work-study must remain within the hourly limitations.
- Students cannot work unsupervised or when the school is closed.
- Students need to turn their timesheets in to their supervisor by the due date.

## SIGNATURE

I certify that I have read, understand and meet the satisfactory academic and enrollment requirements for student employment. I further understand that once I no longer meet the requirements, my employment will terminate.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Financial Assistance Office Use Only

Date: _____
GPA: _____
Fall Credits: _____
Award Type: _____
Award Amount: _____
Department: _____
Verified By: _____

Date: _____
GPA: _____
Spring Credits: _____
Award Type: _____
Award Amount: _____
Department: _____
Verified By: _____

Date: _____
GPA: _____
Summer Credits: _____
Award Type: _____
Award Amount: _____
Department: _____
Verified By: _____

Date: _____
GPA: _____
Fall Credits: _____
Award Type: _____
Award Amount: _____
Department: _____
Verified By: _____

Date: _____
GPA: _____
Spring Credits: _____
Award Type: _____
Award Amount: _____
Department: _____
Verified By: _____

Date: _____
GPA: _____
Summer Credits: _____
Award Type: _____
Award Amount: _____
Department: _____
Verified By: _____