



Western Nevada College

Financial Assistance Office

Student Employment Application

Please print or type

Student ID #: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ - _____ - _____ Email: _____

Major: _____

Class Standing: _____ Freshman _____ Sophomore

US Citizen: _____ Yes _____ No

If NO (Select One): _____ F1 Visa _____ Resident Alien Card

Work Experience

Employer	Job Title	Dates Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Affirmative Action Data (Optional)

Gender: _____ Veteran Status: _____ Veteran _____ Non-Veteran

Ethnicity: _____ Date of Birth: _____

Emergency Contact Information

Name: _____ Relationship: _____

Telephone #: _____ Alternate Number #: _____

Eligibility Requirement

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.

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

Summer Employment, students must:

- Meet Satisfactory Academic Progress requirements
- Be a continuing student and have successfully earned a minimum of six credits
- 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

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:	_____
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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:	_____