WORK STUDY APPLICATION
2013-2014
(Please Print or Type!)

Student Name:_____WIN:_____

Dept.:_____Position Code:_____Supervisor:_____

Postion Type: (Circle only one) **Federal Work Study** **Student Institutional Job**

To complete the hiring process, the following steps MUST occur:

1. **SUPERVISOR** must complete section below, select hourly rate and hours to be worked, and sign form SUBMIT completed form to STUDENT SERVICES in person, via email (onestop@wilkes.edu) or via fax (570-408-3000).
2. **STUDENT** must check your financial aid award and inform supervisor if you are eligible for Federal Work Study funds. Sign below and complete all other required employment paperwork at Student Services.
3. Students receiving Federal Work Study must be registered for full time credits prior to beginning work in any given term.
4. EMPLOYMENT CANNOT BEGIN UNTIL ALL PAPERWORK IS APPROVED; NOTIFICATION WILL BE SENT TO THE SUPERVISOR VIA EMAIL.

TO BE COMPLETED BY THE SUPERVISOR

Hourly rate: (Select and initial) □ $7.50 □ $8.00 □ $8.50 □ $10.00

Anticipated hours to be worked: **Fall term** *(7/1-12/31)*_____**Spring term** *(1/1-6/30)*_____

Estimated earnings (hourly rate **x** total hours to be worked): $_____

Supervisor phone: _____Signature: _____Date:_____

TO BE COMPLETED BY THE STUDENT

I understand that:

- I MUST complete all other employment paperwork PRIOR to the start of work;
- The maximum work hours per week during the school term is 20 hours;
- For Federal Work Study, my earnings cannot exceed my Federal Work Study award; and
- My award for Federal Work Study may be adjusted to reflect estimated earnings.

Student Signature:_____Phone:_____Date:_____

TO BE COMPLETED BY STUDENT SERVICES OR HUMAN RESOURCES

Empl. Paperwork:_____Date:_____Student approved for work:_____