



# GENEVA COLLEGE

## STUDENT EMPLOYMENT APPLICATION

### Applicant Information

SEMESTER: FALL  SPRING  SUMMER  CALENDAR YEAR: \_\_\_\_\_  
*PLEASE PRINT*

Department in which you are applying: \_\_\_\_\_ Position applying for: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Home Address: \_\_\_\_\_  
*Street City State Zip Code*

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you 18 years of age or older? Yes  No  If no, give date of birth: \_\_\_\_\_ Social Security last 4#'s: XXX-XX-\_\_\_\_\_

Do you currently attend Geneva College? Yes  No  Geneva Student I.D. #: \_\_\_\_\_ Geneva Box #: \_\_\_\_\_

Enrollment Status: Full-Time  Part-Time  Number of Credits anticipated during term of employment for which you are applying \_\_\_\_\_

Fall Class Status: Fr  So  Jr  Sr  Grad  Major: \_\_\_\_\_

Have you been granted Work-Study Funds in your Financial Aid Award Letter? Yes  No  Don't Know

Are you authorized to work in the U.S.? Yes  No  If no, will you require sponsorship? Yes  No

Have you completed a New Hire Packet or received a paycheck for work from Geneva in the past? Yes  No   
If yes, which department and when? \_\_\_\_\_

Earliest Date you can begin working? \_\_\_\_\_ Are you able to work the entire semester? Yes  No

Please list any unique/specific skills and/or experience you possess that you think the department you are applying for could utilize.

Have you ever been convicted or plead guilty to a felony or misdemeanor or admitted to facts during a legal proceeding that constitute a felony or misdemeanor, even as a minor? (Do not include minor traffic violations.) Include any Accelerated Rehabilitative Disposition (ARD) or alternative criminal charge resolution processes. Yes  No   
If yes, list the date of the conviction(s), the name/location of the court in which convicted, and a description of the nature of the crime. Attach additional pages if necessary.

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission of information will be grounds for immediate dismissal. I further authorize the College to investigate and/or verify any information on this application or other supporting documents.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY HIRING SUPERVISOR

*PLEASE PRINT*

Starting Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_ Account #: \_\_\_\_\_

Wage Rate (Check One):  \$7.25- Minimum Wage  Other: \$ \_\_\_\_\_  
*(Please explain rationale if wage rate is other than minimum wage)*

Duties: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_



Check this box if your student will have direct contact with minors in their work other than prospective or matriculated students at Geneva College. This will require PA Act 153 Clearances that must be complete and on file in HR before work can begin.

Human Resources Approval \_\_\_\_\_  
Date: \_\_\_\_\_  
Payroll: \_\_\_\_\_