KING’S COLLEGE WORK STUDY APPLICATION

(Please Print or Type)

Student Name: ______________________________________ Student ID: ____________________
Phone: (______) _______ - ________ Email: _______________________________
Dept: ___________________________ GL#: _______ Supervisor: ______________________

To complete the hiring process, follow the steps below:

SUPERVISOR must complete section below:

☐ New Position  ☐ Returning Student

Dates of Employment: _____________________ to ___________________

☐ Summer 1(July 1st – Start of fall semester)

☐ Fall  ☐ Spring

☐ Summer 2 (Graduation – June 30th)

Rate of Pay $_______  No. of weeks _____ Hrs. per week requested _____ Total Hrs. requested _____

Supervisor phone: ____________ Signature: __________________________ Date: ________

Position Type: (Check one) ☐ Federal Work Study  ☐ Student Institutional Work

STUDENT must complete section below:

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 10 hours .
• For Federal Work Study, my earnings cannot exceed my Federal Work Study award.
• It is my responsibility to submit time sheets in accordance with the pay-period schedule. Failure to do so may result in loss of wages. (Students receiving Federal Work Study must be registered for full time credits prior to beginning work in any given term).

Employment cannot begin until all paperwork is approved and notification is sent to the supervisor.

Student Signature: ____________________________ Date: __________________________

TO BE COMPLETED BY FINANCIAL AID OFFICE OR BUSINESS OFFICE:

Signature: ________________________________

Employment paperwork completed: ___ Date: ___________ Student approved for work: ___