

# HIRING DEPARTMENT APPLICATION FOR STUDENT EMPLOYMENT

(The Hiring Department must keep this form in the student's employment file)

A social security card is mandatory for work authorizations in the United States of America. In order to show proof of your eligibility to work, you must present a social security card for the hiring department to copy. If you do not have a card or if you've lost or misplaced your card, contact the Social Security Administration at 1-800-772-1213. You may log onto their web site at [www.ssa.gov](http://www.ssa.gov).

*(A signed legible copy of your social security card is acceptable.)*

Name: _____ UCA ID#: _____
Street Address: _____
City: _____ State: ____ Zip Code: _____
Telephone#: _____ Cell Phone#: _____
Date of Birth: _____ E-Mail: _____

**Enrollment Information:** Please note that if you will not be enrolled in the semester in which you would like to work on institutional work study funds (650100), then you must have been enrolled in the immediate preceding semester and plan on enrolling for the next semester. You must be enrolled in the semester in which you plan to work with federal work study funds (650200 or 650500).

Are you enrolled for the term that you are seeking campus employment \_\_\_\_\_?

What was your last term of attendance? \_\_\_\_\_

What is the next term that you plan to attend? \_\_\_\_\_

Are you receiving a Graduate Assistantship or are you currently employed at UCA as a non-student? \_\_\_\_\_ If yes, you are not eligible for employment on the College Work Study program.

Are you currently a student worker on campus? \_\_\_\_\_

If yes, in what department and who is your supervisor? \_\_\_\_\_

\_\_\_\_\_

I certify that I have answered the above questions truthfully and I understand that I cannot exceed a total of 20 hours per week regardless of the number of departments in which I am employed. I also understand that my earnings from Work Study are intended to help me meet my educational expenses.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_