



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.

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

Name: _____	SS#: _____
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, you must have been enrolled in the immediate preceding semester and plan to enroll for the next semester. You must be enrolled in any semester in which you plan to work on federal work study.

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 more than 20 hours total per week and can only work in up to 2 departments(2 indexes) I also understand that my earnings from Work Study are intended to help me meet educational expenses.	
Student's Signature: _____	Date: _____