



Student Employment Application

Fall 2018 & Spring 2019

Instructions:

1. Applicants should submit the Free Application for Federal Student Aid as directed in the FAFSA instructions by March 15, 2018.
2. Print legibly.
3. Submit Student Employment Application to B.U.'s Financial Aid Office. (Do not e-mail.)

Name _____
 Last First M.I.

B.U. ID# _____

Permanent Home Address:

Street _____

City/State/Zip _____

Phone # _____

Academic Level: FR SO JR SR GR Check if Dec. 2018 graduate

Student Agreement - Terms of Employment

The Bloomsburg University Financial Aid Office offers employment to students as part of their financial aid package if they submit the student employment application to the Financial Aid Office. However, students must reapply each academic year/summer to renew their employment.

Each student agrees to the following terms of student employment when he/she signs an application for student employment:

- a. You are not authorized to begin employment or receive compensation for hours worked until you receive an award notice authorizing your eligibility and your supervisor receives a job placement card for you. The job placement card sent to your supervisor will specify the dates of authorized employment, the hourly pay rate, and the maximum allowable gross earnings for that authorization period. Newly hired students are required to complete a pre-employment packet of payroll forms which includes background clearance forms. Employment may begin only after Human Resources has confirmed your successful background clearance completion. The amount of the work study award indicates potential earnings. It is not a guarantee of employment. All wages are paid to the student and are not deducted from your university bill.
- b. If you wish to renew your student employment, you should submit a new Free Application for Federal Student Aid as directed in the FAFSA instructions and an application for student employment to the Bloomsburg University Financial Aid Office by March 15 for approval in the following school year.
- c. Work hours may vary according to your class schedule and a supervisor's schedule. However, you may not exceed the maximum of 20 hours per week and total allowable gross

I am applying for...

- BOTH Fall and Spring
 FALL 2018 Semester Only
 SPRING 2019 Semester Only

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE? ____YES ____NO

If you answer "Yes", please provide a written explanation.

CRIMINAL HISTORY:

CRIMINAL OFFENSE includes felonies and misdemeanor offenses.

CONVICTION is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of nolo contendere (no contest) that result in a fine, sentence or probation.

For this question disregard: minor traffic violations (no points), offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.

A "Yes" answer is not necessarily a bar to employment.

Note: If you have already made placement arrangements for a position on campus, please designate below your supervisor's name and office/department. *ENTER THIS DATA ONLY IF THE SUPERVISOR HAS AGREED TO HIRE YOU.*

Supervisor: _____ Office/Department: _____

earnings on the job placement card. An employment award is subject to revision if you receive additional financial aid that was not considered at the time your employment award was made.

d. You must maintain academic good standing and satisfactory progress to be eligible for student employment.

e. Violation of the following rules could result in immediate termination: unauthorized disclosure of confidential information, or falsifying information; improper use of any university property, including office supplies, photocopier, keys, equipment, university vehicles, mail or phone service; and falsification of hours worked. If a supervisor deems it necessary to terminate a student's job, the student should receive a written notice, two weeks in advance, stating the justification for termination. In the case of serious violation, termination becomes immediate.

I hereby understand and agree to these terms of employment. In addition, I authorize the Bloomsburg University Financial Aid Office to release/publish my information contained on this application for the purpose of assisting me in locating a student employment position on campus.

Bloomsburg University is committed to freedom of expression. Students may not be removed from their student employment positions solely on the basis of their expression of ideas and/or opinions.

Student's Signature and Date _____