



**EAST GEORGIA COLLEGE
APPLICATION FOR STUDENT EMPLOYMENT**

() New Employment () Continued Employment: _____ Same Dept. or _____ New Dept.

Department:

Position: () College Work Study () Student Assistant

International Student () Yes () No

Student Name _____ Phone# _____

Address _____ City _____ State _____ Zip Code _____

Are you 18 yrs. old or over? _____ If not, can you provide a work permit? _____

Have you applied for financial aid? _____ Have you been awarded college work-study? _____

What is your major? _____ What is your current GPA? _____

Position(s) applying for: _____

PLEASE READ

To be eligible for employment, student must maintain half-time enrollment status (6 credit hours or more). Whenever a student employee drops below full-time status, the student must promptly notify his or her supervisor. Failure to do so could result in the student becoming permanently ineligible for future employment. Student employees **MAY NOT work more than 19 hours per week. Completed and signed applications should be returned to the Human Resources Office BEFORE reporting to work.**

I certify that the information provided is true and that I understand the conditions of employment as stated in the paragraph above.

Applicant's Signature _____
Date

The applicant has been selected to begin working in my department after Human Resources has finalized all paperwork.

Division Chairperson/Supervisor _____
Date

I certify that the applicant is a half-time student as of this date.

Registrar's Office _____
Date

Student Employment Office

Signature _____
Date

I certify that employment forms and procedures have been completed.

Human Resources Office _____
Date