



**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 _____

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