



WEST VIRGINIA STATE UNIVERSITY

Human Resources Office
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 Institute, WV 25112
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Application for Temporary/Casual/Student Employment

Temporary Employee – An employee hired into a position expected to last fewer than 9 months of a 12-month period regardless of hours worked per week. Temporary Employees are not eligible for benefits, but are covered by the classification program. Temporary Employees may only work 29 hours or less, per week, and may only work a maximum of 1039 hours per year.

Casual Employee – Is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. They are not eligible for benefits and are not covered by the classification program. Maximum hours 1039.

Student Employee – An employee hired into a position while pursuing an educational degree. A student employee must be currently enrolled at least six hours to be eligible for employment. Student employees enrolled in six (6) hours or more will not have FICA taxes withheld from their pay. If a student employee enrolled hours drop below six (6) hours, student employee status will be terminated. A student employee may NOT work more than 20 hours a week or more than 7 ½ hours in a day. Student employee's earnings and hours worked must be monitored by the Supervisor. On occasions when it may be necessary to have a student employee exceed 20 hours within a pay week, prior approval from Human Resources is required before the student employee works excessive hours. Student employees are not eligible for benefits

Name of Applicant:				
Address:		City:	State:	Zip Code:
Home Phone:		Cell Phone:	E-mail:	
Position Applied for:				
Previously Employed at WVSU: <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, Department:			Date:	
Currently Employed by an Agency of the State of West Virginia: <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, Agency:			Date:	
For Students of WVSU ONLY				
Student Work-Study Employee: Attach Work-Study Assignment Form contract				
Student Regular Employee: Allocation Amount Maximum Hours Credit Hours				
Semester of Employment: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>				
(As a student, I understand that I am not eligible for benefits)				
Brief Employment History				
Employer Name:			Dates: to	
Employer Address:				
Job Title:			Reason for Leaving:	
Employer Name:			Dates: to	
Employer Address:				
Job Title:			Reason for Leaving:	

Signature _____

Date _____