



APPLICATION FOR UNDERGRAD & GRAD STUDENT EMPLOYMENT

West Virginia State University Research And Development Corporation Is An Equal Opportunity/A firmative Action Employer

New Assignment Returning Employee (complete this page only)

NAME OF STUDENT APPLICANT: _____
Last First MI

ADDRESS: _____
Street City State Zip Code

TELEPHONE (HOME): _____ (CELL): _____ SS#: _____

EMAIL ADDRESS: _____

POSITION APPLIED FOR: _____

AS A STUDENT OF WEST VIRGINIA STATE UNIVERSITY, HAVE YOU BEEN PACKAGED FOR FINANCIAL AID? YES NO

IF YES, HAVE YOU BEEN AWARDED WORK STUDY EMNPLOYMENT? YES NO

CREDIT HOURS IN WHICH ENROLLED THIS TERM: _____ APPLYING FOR: FALL SPRING SUMMER

APPLICANT SIGNATURE: _____ DATE _____

TO BE COMPLETED BY THE SELECTING SUPERVISOR

ADMINISTRATIVE AREA: _____ DEPARTMENT: _____ WORK SITE: _____

MAXIMUM HOURS: _____ SCHEDULE: _____

REASON FOR HIRE: _____ FUNDING SOURCE: _____

BEGINNING DATE: _____ ENDING DATE: _____ RATE OF PAY: _____

REQUESTED BY (SUPERVISOR'S NAME): _____
Printed Name Signature Date

SUPERVISOR'S CONTACT NUMBER: _____

REQUESTED BY (DIRECTOR/VP/DEAN): _____
Printed Name Signature Date

APPROVALS

Signature Date Budget Office (Approval Donates Sufficient Funding)

Signature Date Associate Vice President for Business and Finance, RPS

Signature Date Director of Payroll and Benefits (302 Aceop Admin. Bldg.)



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