



## APPLICATION FOR UNDERGRAD & GRAD STUDENT EMPLOYMENT

*West Virginia State University Research And Development Corporation Is  
An Equal Opportunity/Affirmative 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 EMPLOYMENT? ☐ 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 Denotes Sufficient Funding)

\_\_\_\_\_  
Signature Date Director of Business & Finance, R&D

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



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