



APPLICATION FOR UNDERGRAD & GRAD STUDENT EMPLOYMENT

*West Virginia State University Research And Development Corporation Is
An Equal Opportunity/Affirmative Action Employer*

☐ Graduate Student ☐ Undergraduate Student

NAME OF STUDENT APPLICANT: _____
Last First MI

ADDRESS: _____
Street City State Zip Code

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

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 _____

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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

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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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