



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): _____ 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 _____

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 CELL PHONE NUMBER: _____ EMAIL ADDRESS: _____

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

APPROVALS

Signature Date

Director of Payroll and Benefits (302 Byers Admin. Bldg.)

Signature Date

Budget Office (Approval Denotes Sufficient Funding)

Signature Date

Director of Business and Finance, R&D



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