



# STUDENT EMPLOYMENT APPLICATION

## SECTION 1: COMPLETED BY APPLICANT

PLEASE PRINT – BLUE OR BLACK INK. NO PENCIL

SEMESTER:  FALL  SPRING  SUMMER CALENDAR YEAR: \_\_\_\_\_

Department in which you are applying: \_\_\_\_\_ Position applying for: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Legal Permanent Home Address (not Geneva Address): \_\_\_\_\_  
Street City (if applicable) State Zip Code

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Social Security, last 4#'s: XXX-XX-

Are you 18 years of age or older? Yes  No  If no, give date of birth \_\_\_\_\_ Geneva Student I.D.# \_\_\_\_\_

Do you currently attend Geneva College? Yes  No  Geneva Box #: \_\_\_\_\_ Do you currently attend another College? Yes  No

Have you been granted Work-Study Funds in your Financial Aid Award Letter? Yes  No  I Don't Know

Enrollment Status: Full-Time  Part-Time  Fall Class Status: Fr  So  Jr  Sr  Grad  # of credits anticipated during term

Are you authorized to work in the U.S.? Yes  No  If no, will you require sponsorship? Yes  No  Of employment for which you're applying \_\_\_\_\_

Have you completed a New Hire Packet or received a paycheck for work from Geneva in the past? Yes  No

If yes, which department and when? \_\_\_\_\_

Earliest date you can begin working: \_\_\_\_\_ Are you able to work the entire semester? Yes  No

Please list any unique/specific skills and/or experience you possess that you think the department you are applying for could use.

Have you ever been convicted or pled guilty to a felony or misdemeanor or admitted to facts during a legal proceeding that constitute a felony or misdemeanor, even as a minor? (Do not include minor traffic violations). Include any Accelerated Rehabilitative Disposition (ARD) or alternative criminal charge resolution processes. Yes  No

Have you been accused of, under investigation for, or disciplined for sexual harassment, sexual abuse, or sexual conduct? Yes  No

An affirmative response to the above questions will not automatically disqualify you from being considered as a candidate for employment.

If yes to either of the above statements: Please give the following information regarding the conviction and/or the accusation/offense or allegation you were found responsible for: the date, the name/location of the court in which convicted or tried, and a description of the nature of the crime. Attach additional pages if necessary.

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission of information will be grounds for immediate dismissal. I further authorize Geneva College to investigate and/or verify any information on this application or other supporting documents.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: COMPLETED BY HIRING SUPERVISOR

Starting Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_ Account#: \_\_\_\_\_

Wage Rate (Check one):  \$7.25 – Minimum Wage  Other: \$ \_\_\_\_\_  
(Please explain rational if wage rate is other than minimum wage)

Will this person potentially have direct supervision, care, or repeated contact (repeated contact must be integral to employment) of minors or non-degree-seeking students (aged 17 or under)? Some examples of this would be if this person is: conducting study sessions one-on-one with a minor, working a youth camp with minors, or leading discussion groups (without supervision) where a minor is present. Keep in mind, that a minor (typically a high school student), could enroll at Geneva during any semester. If selecting yes, please describe the nature of the contact on the duties line below: Yes  No

Duties: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Human Resources \_\_\_\_\_  
Date: \_\_\_\_\_  
Payroll: \_\_\_\_\_