



2009/2010 Presbyterian College Work Study Application

Financial Aid Use Only			
College Work Study		W-4 on file	
Federal Work Study		I-9 on file	
Federal Limit	\$	DL on file	
1-Position Code		SS/Birth Cert	
2-Position Code		Timesheet sent	

ATTENTION: Information on this application will be used to evaluate employment opportunities. Completing this application does not guarantee a position. Students must also complete a PC Student Employment Authorization Form for each job held through the PC Work Study Program. You may acquire these forms from the Financial Aid Office or online at www.presby.edu.

Student Information			
Last Name	First Name	MI	Student ID #
Permanent Address		PC Email address	Other Email address
		Home #	PC Phone #
Class 2009/10:		Cell #	PC Box #
FR	SOPH	JR	SR (circle one)
Which academic term are you applying to work?			Degree Concentration/Major
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> SI	<input type="checkbox"/> SSII

Please indicate any professional, craft, trade, office, or other skills and abilities you possess.

(ie. Typing, filing, office machines, computer/software, lifesaving certificate, etc.)

Skill	Length and Type of Training	Years of Experience

Will you have your own transportation? Yes No

Employment History		
Dates	Employer	Job Responsibilities

Hours Available for Work Per Week: _____

Positions you would like to apply for: **Job Posting site:** <http://www.presby.edu/admissions/docs/WorkStudyJobDescriptions.xls>

Some of these positions may not be available at the time of application, but we hope this site gives you an idea of the jobs that are offered during the year. Please choose three jobs that interest you.

1 st Job Position	2 nd Job Position	3 rd Job Position

We will try to honor your 1st choice in job position. If not, then we will go to 2nd, then 3rd choice.

Eligibility Statement

In order to be eligible for a student work study position, you must have PC student status during the Fall or Spring semester for which you are seeking employment. Students not registered for Summer session classes may work during the summer session only if they are pre-registered for the Fall semester.

You are encouraged to work no more than 20 hours a week during Fall/Spring or 40 hours week during Summer.

Application Certification

I certify that to the best of my knowledge the foregoing statements are correct and complete.

Applicant's Signature: _____ **Date:** _____

Student Name _____

PC ID # _____

Confidentiality Agreement

I, the undersigned, understand that my employment at Presbyterian College may afford or require me access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 and by Presbyterian College.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I understand that it is my responsibility to carefully safeguard any and all individual identifiable information with which I work, including the prevention of theft of such information and/or the prevention of an unauthorized third party or parties viewing such information.

I understand that it is Presbyterian College's policy that any printed reports containing individually identifiable information be shredded immediately when they are no longer needed, and that it is my responsibility to safeguard such document to which I have access until such time as they can be disposed of properly.

I further acknowledge that such negligence or willful or unauthorized disclosure also violates Presbyterian College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student Employee Work Agreement

- **Performance:** You are always expected to give regular, punctual, efficient and cooperative performance on any campus/off campus job you accept.
- **Duration:** In accepting a part-time job at PC, you agree to remain on the job at least one semester, generally for one academic year, barring unusual, severe or prolonged illness or other emergency, such as unsatisfactory record in academic courses. The same general rule holds true for summer jobs; once you commence work, you are under an obligation to remain with that employer for the entire specified period.
- **Illness:** If illness or some other unforeseen circumstance prevents attendance at work, you MUST notify your supervisor in advance of your usual reporting time. Never "just fail to show", even if you are ill.
- **Termination:** Campus jobs are normally terminated only at the end of the year or at the end of the semester. **Two weeks notice is required for any student who finds it necessary to leave his/her job before the end of the term.**
- **Cooperation:** This office relies heavily on students for helping maintain an effective employment service for PC students. The cooperation it asks entails not only conscientious work on the job but also the courtesy of prompt response in matters connected with administration of this program.
- **Timesheets:** I understand that if my time sheet is late, incomplete, or incorrectly filled out, payment could be delayed until the next pay period.

Drug-Free Workplace Statement

Presbyterian College has been and continues to be committed to the health and well being of the members of its faculty, staff, and student body.

As part of this commitment, the College, as a recipient of federal grants, adheres to the provisions of the Drug-Free Workplace Act of 1988. Accordingly, all members of the faculty and staff are notified of the following policies:

- (1) The unlawful manufacture, distribution, dispensing, possession of, or use of a controlled substance is prohibited in the workplace at Presbyterian College. Any faculty or staff member who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including discharge from employment.
- (2) As a condition of employment at Presbyterian College, all faculty and staff members will:
 - (a) abide by the terms of this statement; and
 - (b) notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Human Resource Office will review and interpret policies and procedure relevant to this statement and the disciplinary process. Questions and concerns relative to this statement should be addressed to the Human Resource office located in the Smith Administration Building on the college campus (938-3722).

By signing this document, I am agreeing that I understand the information contained herein.

Student Signature _____

Date _____