We will need the following Document with this form: Resume, Unofficial Transcript, Letter from Registrar stating enrollment status.

Student Information Form

Name:_____ Student Type:_____
(College, Grad, High School)

Email:_____ US Citizen ____Yes ____No

Phone:_____ Cell:_____

School/Institution:_____

Major:_____ Minor:_____

Current Course Load: _____ (Credit Hours) Total Credits Completed: _____

Enrollment Status: ____Full Time ____Half Time

Course Schedule: _____ _____

_____ _____

Type of work: _____ _____

_____ _____

Words per Minute Typed _____ How Many Hours can you work a week? ____

Are you looking for ____Full Time ____Part Time ____Intermittent

____ 3 Months ____ 6 Months____Summer only ____Perm. ____Temp.

What times are you available for work?

Monday_____ Tuesday_____ Wednesday_____

Thursday_____Friday_____Weekend_____

*Note: In order to qualify for a student hire position, you must be at lease a half time, degree-seeking student with verification of enrollment. Your resume will be held for 1 year after the date it was received.

***This box for office use only. Date Received:

SSN_____ DOB_____

Appt Type & NTE_____

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Student Education Employment Program

► When Managers/Supervisors request student hire, applicants will be referred from our office.

► Students wishing to add their resume to the inventory must submit their resume. Student verification information must be provided when requested. The student verification should come from the school Registrars office. NOTE: The student should be at least half time, degree (diploma, certificate, etc) seeking student, unless on an official break.

► When you submit your information to our office, fill out a Student Information Form. We use this as a quick reference to refer candidates.

► *Appointments may be made as temporary, not to exceed one year, and may be extended as long as eligibility requirements are met for the Student Temporary Employment Program (STEP). Student hire positions under the Student Career Education Program (SCEP) may be converted to term, career-conditional, or career employment upon completion of program requirements.*

► Appointments may be part-time (16-32 hours per week) or full time (40 hours per week). There is no limitation on the number of hours you may work. Your work schedule should not interfere with your academic schedule.

► Please specify any type of employment you are willing to take. Candidates will be referred to managers by their choices of employment.

► Please ensure that the information we have on file is current and accurate. Student verification information should be up-to-date at all times.