

STUDENTS EMPLOYMENT POLICY

Form #	SA-400-F01	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

STUDENT EMPLOYMENT APPLICATION FORM

Date: / /

Full Name:		ID Number:
College:	Major:	Mobile:
	Term:	Year:
Number of credits completed:		Number of work hours requested per week:
Desired department to work for:		Financial need is a reason? Yes ☐ No ☐
Student Signature:		Date:

The student should submit this form to the registrar's office for processing. The registrar checks the eligibility criteria and forwards the application to the Students Affair Office for processing and final action. Copies of the signed form are sent to Registrar, HR and Finance departments. The registrar informs the student and keeps a copy of the form in the student's file.

Registrar Office Use Only:

Eligibility Criteria: Financial need? Yes ☐ No ☐ Cumulative GPA > 3? Yes ☐ No ☐ Last full-load term GPA > 3? Yes ☐ No ☐ Current semester load > 12 credit? Yes ☐ No ☐ Any misconduct on record? Yes ☐ No ☐	Admissions Director : ☐ Satisfies the criteria ☐ Do not satisfy the criteria Signature :
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Administrative Use Only:

Dean of Student Affairs ☐ Approve ☐ Disapprove Signature:	Vice Chancellor for Administrative Affairs ☐ Approve ☐ Disapprove If approved, the student is assigned to work in Department/Unit: ■ ■ Signature:
Vice Chancellor for Academic Affairs ☐ Approve ☐ Disapprove Signature:	

Copies

- Human Resource Department
- Finance Department
- Registrar