



Student Employment

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Office Use Only:
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Pre-Registered/PAWS _____
\$200 CD pd _____

APPLICATION FOR STUDENT EMPLOYMENT

REQUIRED INFORMATION. PLEASE PRINT.

Date: _____

Name: _____ Student ID # _____

E-Mail Address _____

Cell Phone # with Area Code _____ Home Phone # with Area Code _____

Home Address:

Street/Apt#/PO Box _____ City/State/Zip _____

Current or Rising Class Status: Freshman Sophomore Junior Senior

Major, if Declared _____

Do you have a legal right to work in the U.S.? Yes No

(If hired, you will be required to complete an I-9 Form and provide proof of identity and authorization to work. This must be completed within 3 days of your first day of work. Failure to provide this documentation will lead to your termination. International Students must see the Director of International Programs for authorization to work.)

Have you been convicted of or pled guilty to a violation of the law except for minor traffic violations? Yes No
If so, what? _____

(We may require a background check for students age 18 and older. Convictions may not an automatic bar to employment. Each case is considered on its individual merits and the type of work the applicant is seeking.)

If the position applied for requires driving, do you have an appropriate license? Yes No

If so, what state issued it? _____

(We require a Motor Vehicle Report with application for a Ferrum College Drivers Permit.)

Have you been a Student Employee at Ferrum College in the past? Yes No

If yes, list the last time period you worked examples: Summer 06, Spring 07) _____

This application is for:

Work-Study (Your Financial Aid Work-Study Award must be completed prior to being considered for a position.)

Student Labor (SPECIFIC JOBS ONLY)

Summer Student Labor

Time period: Fall Semester Spring Semester Summer Year: _____

APPLYING FOR: JOB CODE # _____ *POSITION TITLE _____

(This section must be completed. Refer to the Open Positions information: www.ferrum.edu/studentemployment.)

***If applying for more than one position, please indicate in the space below the job codes & position titles in order of preference.**

Employment History: (Include previous jobs at Ferrum College. Use an additional sheet, if necessary.)

Employer Name, Address, Phone #	Dates Employed	Positions Held	Salary	Reasons for Leaving

May we contact the employers above? Yes No (If no, indicate which we are not permitted to contact.)

Skills (list specifics)

Certifications (list expiration dates)

Clerical (office skills)	CPR
Computer	Lifesaving
Audio Visual Equipment	First Aid
Other	Other

List any other information that might be relevant to this position. Include, for example volunteer work, involvement in clubs or organizations and any positions of leadership you have held.

References: (Please list at least 2 personal reference and, if possible, a work-related and Campus reference if applicable.)

Name	Title/Company	Phone #
1.		
2.		
3.		
4.		

I hereby certify that all provided information is true, complete, and accurate to the best of my knowledge. I agree to abide by all Ferrum College policies and procedures, including adherence to the Student Code of Conduct, the Student Handbook, Student Employment Guidebook, the Staff Handbook (if appropriate) and relevant documents as required. I understand that my employment is at will and can be terminated by Ferrum College or by me at any time and that falsification of any information on the application may be grounds for termination of employment and judicial review.

Applicant's Signature

Date