

**ON-CAMPUS EMPLOYMENT APPLICATION**



Name (Last, First) \_\_\_\_\_

Phone \_\_\_\_\_

Year in College \_\_\_\_\_

Student ID # \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Major \_\_\_\_\_

E-mail Address \_\_\_\_\_

Under 18?(Y/N) \_\_\_\_\_

Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Local Address (City, State, Zip) \_\_\_\_\_

Permanent Address (City, State, Zip) \_\_\_\_\_

Position applying for \_\_\_\_\_

Have you ever received Work/Study funding from the Financial Aid Office?(Y/N) \_\_\_\_\_

**Employment History: UW-Milwaukee**

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

**Employment History: Off Campus**

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Relation: \_\_\_\_\_

To be eligible for employment as a student hourly employee at the University of Wisconsin-Milwaukee, an individual must meet the following requirements:

1. **The position is incidental to the individual's purpose or presence at the institution as a student.**
2. **The individual must be enrolled for academic credit at an educational institution.** An educational institution is defined as:
  - a. an accredited institution of higher learning granting associate degrees or higher;
  - b. a technical college;
  - c. a vocational or trade school; or
  - d. a high school.
3. **Semester Eligibility** – A student may not be employed prior to the first payroll calendar day of the student's first semester of enrollment. Summer eligibility is the only exception (see below). Students who graduate or complete an academic semester and will not be enrolling in the following semester may continue to be employed as a student employee only through the last payroll calendar day of the completed semester. Students who withdraw from school during a semester are no longer eligible for student employment as of the date of withdrawal.

**Summer Eligibility** – Any student who has been accepted for fall enrollment, or is continuing in the fall semester after completion of the spring semester, or is enrolled during the summer is eligible for summer student employment.

I meet the eligibility requirements listed above of student hourly employment at UW-Milwaukee and acknowledge my responsibility to abide by the following policies:

- UWM Policy on Sexual Harassment; Drug-Free Work Place Act of 1988
- Unauthorized Copying or use of Computer Software; Confidentiality of University Records

When I no longer meet these requirements, I will cease my student employment and immediately notify my supervisor.

**\*\*I understand and accept that I am permitted to work no more than 25 hours per week during the academic year, regardless of the number of paid positions I hold on campus.**

**I agree to work 25 hours or less per week during the academic year. \*\* Work Study hours do not apply to the 25 hour limit.**

<u>Schedule of Availability</u>	
Day	Time
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____
Willing to work holidays?(Y/N) _____	
<b>Desired hours/week?</b> _____	

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_