

SIMPSON COLLEGE
STUDENT EMPLOYMENT APPLICATION

Name: _____ Student ID#: _____
(Last) (MI) (First)

Home Address: _____ Phone: _____
(Street)

(City) (State) (Zip)

E-mail Address: _____ Cell Phone: _____

Do you have a parent/relative employed by Simpson College? _____ If yes, name _____

Anticipated college graduation date: _____ Will you have an automobile on campus? Yes No

If you plan to participate in athletics, which sports? _____

Music participation? Yes No Academic major or interest? _____

WORK EXPERIENCE: This information is extremely important in determining your work assignment. Please indicate in detail your previous work experience and your job skills. Use an additional sheet, if necessary.

Employer: _____ Dates Employed: _____

Duties/Responsibilities: _____

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Duties/Responsibilities: _____

Special skills, qualifications or certificates (i.e. Lifeguard): _____

Please describe your computer skills: _____

Additional Information: _____

I understand that signing this application does not guarantee a particular on-campus work assignment. The needs of the College and my skills/abilities will be taken into consideration in determining my work assignment. I realize I will not be guaranteed a job if this application is not returned by July 1.

Student Signature

Date

Please read policies and procedures on reverse.

SIMPSON COLLEGE



STUDENT EMPLOYMENT POLICIES AND PROCEDURES STATEMENT

Please understand the guidelines and policies that are a part of our on-campus student employment program:

1. Earnings from student employment are not credited to your student account. Instead, you will receive a check based on the hours you worked the previous month.
2. Completing the work application does not guarantee you a particular campus job. Factors such as the needs of the College, your skills/abilities and your previous work experience will determine your job assignment. **However, if your work application is received after July 1, you will not be guaranteed a job.**
3. It is important that you understand the responsibilities of the job to which you have been assigned. You will be adequately and properly trained by the department in which you are working. You will be given a job description before you begin your employment. Read the job description carefully and ask your supervisor any questions you might have. Signing the job description means that you fully understand the responsibilities to which you are committing yourself.
4. You **MAY NOT** begin your employment until the forms listed below have been completed and returned to Kim Baltes, Payroll Coordinator (Room 22, Hillman Hall, x1563). These forms will be available on the SC Connect Portal Page and can be returned during orientation. Please complete all forms ahead of time and return them to Kim along with the appropriate identification documents: (please refer to the back of the I-9 form for a list of acceptable documents):
 - **work application** (*form 9*)
 - **I-9 form** (*Employment Eligibility Verification Form*)
 - **Federal W-4** (*for your federal tax withholding*)
 - **State W-4** (*for your state tax withholding*)
 - **Direct Deposit form** (*please attach a voided check for a checking account or other proof of account number for a savings account...direct deposit is not required, but is strongly encouraged*)
5. **If you are unable to schedule student employment because of your class schedule, campus activities or off-campus employment, Simpson College is not responsible for replacing this portion of your financial assistance award.**
6. You will enter your time worked in an electronic time sheet through Storm Front. You are responsible for accurately recording your in and out times worked on a daily basis. Your supervisor will approve your time on a monthly basis. You will be paid on the 15th of each month, or on the Friday preceding if the 15th falls on a weekend. If you have questions regarding the electronic time sheet, please call Kim Baltes at x1563 or email at kim.baltes@simpson.edu for help.
7. **Your primary purpose for attending Simpson College is to achieve your educational goals. If student employment limits your ability to accomplish these goals, please make an appointment with the student employment coordinator in the office of financial assistance to discuss your student employment.**