



RANDALL UNIVERSITY™

Application for Student Employment

Name: _____ SS Number: _____
 Home Address: _____ Home Phone: _____
 City, State, Zip: _____ Cell Phone: _____
 E-mail: _____ Semester & Year: _____

EMPLOYMENT EXPERIENCE (List most recent job first)

1. Employer: _____ Phone: _____
 Address: _____ Job Title: _____
 City, State, Zip: _____ Supervisor: _____

2. Employer: _____ Phone: _____
 Address: _____ Job Title: _____
 City, State, Zip: _____ Supervisor: _____

PLEASE INITIAL EACH STATEMENT

1. ____ I understand my student employment is based on financial eligibility as determined by my Federal Student Aid Report and that I must have this report on file in the Financial Aid Office and verification must be complete (if selected) to determine whether or not I qualify for Federal (FWS) before I can be hired.
2. ____ I understand I cannot receive payment/credit for my work until I have submitted all necessary financial aid and employment paperwork. Any work done before that time will be considered voluntary.
3. ____ I understand once my FWS eligibility limit is reached, I may be released from my position if Randall University (RU) Jobs hours are not available for me to transition to.
4. ____ I understand that applicants who qualify for FWS will be considered first for all job positions and that if I do not qualify I will be offered a job only if there are RU jobs available.
5. ____ I understand student jobs are limited and completing of this application does not guarantee my employment.
6. ____ I understand individual supervisors are responsible for the termination of their employees, but it is my responsibility to contact the supervisor for an interview.
7. ____ I understand in the event of my employment at Randall University I am required to abide by all rules, regulations, and workplace safety regulations. Failure to do so may result in immediate termination of my employment.
8. ____ I understand if I quit, resign, or am dismissed from the position from which I am hired, I am not guaranteed another position.
9. ____ I understand I will not be permitted to transfer from one job position to another unless both supervisors are in agreement with the transfer and submit an agreement in writing to the Operations Manager.
10. ____ I give permission to all supervisors to contact my above-listed employers for a check of references.
11. ____ I understand I will receive a paycheck monthly and my pay is based on the current minimum Federal standard.
12. ____ I understand my paycheck will be held if I am not meeting the requirements of my tuition payment plan and/or aid criteria. I must meet with the Bursar to make payment arrangements or get my account up to date.
13. ____ I understand my paycheck will not be applied to my student account without my written permission if I am being paid with FWS funds.
14. ____ I understand that if I am employed in RU Jobs that I will be required to apply at least 50% of my paycheck to my student account balance. I will be notified when this takes place.

I certify that I understand the information detailed above and that the information I provided on this application is true and complete to the best of my knowledge.

Signature: _____ Date: _____

OFFICE USE ONLY: STUDENT ELIGIBLE FOR: FEDERAL WORK STUDY ____ RU JOBS PROGRAM ____

CHECK THE AREAS IN WHICH YOU ARE WILLING TO WORK

Athletics Maintenance Student Services Audio/Visual
 Recruitment Library Cafeteria Student Center
 Campus Assistants Office Assistants Custodial Academics

DESCRIPTIONS OF RANDALL UNIVERSITY JOB POSITIONS

Position	Hours	Duties
Athletics	Afternoon Evening Weekends	Caring for athletic gym; field maintenance & equipment; laundry; assisting coaches as needed
Maintenance	Afternoons primarily	Cleaning and maintaining the interior of the main buildings, maintaining exterior property. Includes janitorial duties in restrooms
Student Services	Morning Afternoon Evening	Assisting student services personnel as needed; assisting with university socials and activities; cleaning and maintaining the interior and exterior of the student areas (dorms, etc.); minor repairs and maintenance.
Audio/Visual	Morning Afternoon Evening Weekends	Operating sound and visual equipment during University Chapel and events on campus
Recruitment	Morning Afternoon Evening	Calling prospective students; maintaining student files; assisting with recruiting activities such as student recruitment for On-Campus Days
Library	Morning Afternoon Evening Weekends	Processing books and other library equipment; assisting in the location and use of books and equipment; light clerical and bookkeeping duties
Cafeteria	Morning Afternoon Evening Weekends	Preparation and serving of meals; cleaning of dining room & kitchen; operating dishwasher; serving as cashier and meal card monitor
Student Center	Morning Afternoon Evening Weekends	Preparing meals; picking up supplies; meeting food delivery truck; cleaning all areas of Student Center
Campus/Office Assistants	Afternoons primarily	Answering incoming phone calls; greeting & assisting visitors; other clerical duties as assigned
Custodial	Afternoons primarily	Cleaning and maintaining the interior of the main buildings. Includes janitorial duties in restrooms
Academics	Morning Afternoon	Student tutoring; administrative assistance; periodic grading for faculty

OFFICE USE ONLY

Hired: _____ **Not Hired:** _____ **Date:** _____

Department: _____ **Supervisor:** _____