Wright State University
Student Employment Application Form
Questions? Email studentemployment@wright.edu

- **You must first *Save As***
  - **Use file name**: SEApplicationForm-[SemesterNameYear]-[YourFirstNameLastName]
- **In the newly saved file, enter information in fields on all pages of this form.**
- ***Save* changes you made to the newly saved file.**
- **Upload the file to Handshake as Other Document.**
- **Submit to hiring department if requested in application instructions in the job posting.**

Student Information:

University ID: _____   wright.edu email address: _____

Last Name:_____   First Name_____   Middle Initial: ____

Phone Number: _____
Include Area Code

Student Work Availability:
*Student's desired number of work hours/week _____ - Must not exceed maximum allowed:
 **There are upper limits on the total number of hours a student employee may work each week, in all jobs combined.*
The work week begins on Saturday and ends on the following Friday. Students and supervisors must know the limits and *avoid* violations. Violations lead to termination. Upper limits on total work hours per week vary by a combination of factors. Refer to the detailed information on the Student Employment pages at http://www.wright.edu/human-resources.

	Saturday	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Start and end times for classes on this day for the semester							
Range of hours available to work this day. Example: 10am-1pm; 2:30pm-4:30pm							

Please indicate if you are available to work the following Check *all* that apply:

Summer Semester ☐   Winter Break ☐   Spring Break ☐
Weekends ☐   Mornings prior to 8:30 a.m. ☐   Evenings after 5:00 p.m. ☐

General Office Skills:

Computer/Software/Technical/Lab Skills:

Class Level:_____ Major: _____Cumulative GPA: _____

Have you ever previously worked as a Wright State student employee?   Yes   No

Did you receive a Federal Work-Study award for your financial aid?   Yes   No

      **If Yes, have you accepted the Federal Work-Study award?   Yes   No

      **To use the award for student employment wages,
          you must first accept the award in your financial aid package.

Federal Work-Study Award amount = $_____

      Access your Financial Aid Award Notices online via wings.wright.edu > WINGS Express.

Employment and/or Volunteer History (begin with most recent experience).

Dates Employed/Volunteered (mm/dd/yyyy): _____ to _____

Company/Organization Name: _____

Phone Number: _____
              Include Area Code

Job Title: _____

Supervisor Name: _____

Duties:

Reason for leaving: _____

                  ****

Dates Employed/Volunteered (mm/dd/yyyy): _____ to _____

Company/Organization Name: _____

Phone Number: _____
Include Area Code

Job Title: _____

Supervisor Name: _____

Duties:

Reason for leaving: _____

****

Dates Employed/Volunteered (mm/dd/yyyy): _____ to _____

Company/Organization Name: _____

Phone Number: _____
Include Area Code

Job Title: _____

Supervisor Name: _____

Duties:

Reason for leaving: _____

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When submitting this application electronically, I understand that my typed name serves as my signature. I certify that all statements in this application are true and accurate. I understand that making false statements is reason for being denied employment or for having my employment terminated.

_____   _____

Signature   Date

Optional text box on next page for additional relevant information.

Updated 2024-08-23

This page provides the option to include additional information about answers on previous pages or other information relevant to the questions on the form.

Adding information on this page is *optional.*