STUDENT EMPLOYMENT - Eligibility and Application Form

Print Form

This form is for Student Employment Human Resources records only.
****All sections must be completed if applicable in order for hiring documents to be processed.***

*Student ID # R-

***NAME** (Last, First, MI) ***DATE OF BIRTH:** Month Day Year

***GENDER:** ◯ Female ◯ Male

***HOME ADDRESS**

Street City, State, Zip

Contact Phone E-mail Address

EMERGENCY CONTACT

Name Relationship Contact Phone

***CURRENT EDUCATION STATUS**

Colleges Major Class Standing

Currently employed on camp If yes, Employing Department

***VISA STATUS:** Visa Type Expiration Date Country of

(Please attach documentation (i.e. I-20 for F-1 or DS-2019 if J-1, etc.)

Student employee employer's are not required by law to maintain affirmative action data. It is NOT mandatory that employees complete the following section, however, completing the below information will be helpful in statistical reporting for the NSHE system.

ETHNICITY*(choose only one)*:

◯ (B) Black/African-American ◯ (D) Asian/Pacific Islander ◯ (C) Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)

◯ (A) White/Caucasian ◯ (E) Native American Indian/Alaskan Native

***ELIGIBILITY REQUIREMENTS:**

1) All students MUST be enrolled at the University of Nevada Reno to be eligible for Student Employment
2) Enrolled in the minimum credits required (6-undergraduate, 6-graduate special, 5-graduate, 12-foreign national undergraduate, 9-foreign national graduate).
3) Minimum cumulative University of Nevada, Reno GPA (2.0-undergraduate, 2.0-graduate special and 3.0-graduate).

***HOURS AND PERIODS OF EMPLOYMENT:**

1) Student Employment positions are part-time, temporary, hourly appointment and may be terminated at any time at the discretion of the employing department.
2) Provide information on job related criminal/traffic convictions as appropriate. A conviction is not an automatic bar to employment, but failure to provide such information may result in immediate termination.
3) Multiple concurrent positions on-campus or in off-campus work study must remain within the hour limitations listed under " Hours and Periods of Employment"> The student must work with all their employers to ensure the total hours from all position remain within the policy.

***BOTH THE EMPLOYEE AND THE DEPARTMENT REPRESENTATIVE MUST SIGN AND DATE THIS SECTION IN ORDER FOR HIRING DOCUMENTS TO BE PROCESSED**

As the student employee, I certify that I have read, understand and meet the GPA and enrollment eligibility requirements for student employment. I further understand that once I no longer meet the requirements, my employment will be terminate immediately.

Student Employee Signature: _____ **Date:** _____

As the department representative, I confirmed that the student meets the minimum cumulative GPA and enrollment requirements (your may want to request a print our of the student's current cumulative GPA at the University of Nevada, Reno (UCAM or GCAM) and enrolled units.

Department Representative Signature: _____ **Date:** _____

Revised 3.2011