

Student Employment Application

Office of Student Employment

Submit to Hiring Department

Office of Student Employment
412 Yost Hall

voice: 216-368-4533
fax: 216-368-5054
Email: stu-emp@case.edu

Student's LAST NAME		STUDENT'S FIRST NAME		TODAY'S DATE MM / DD / YY
SIS STUDENT ID # [][][][][][][][]	Email @case.edu	CELL PHONE # () -		

I. Student Status: Graduate Student Senior Junior Sophomore 1st Year Undergrad

II. Citizenship Status*: U. S. Citizen Permanent Resident International

*Please be advised that Federal and State laws require proof of citizenship or permanent residency.

III. Work Status:

Have you ever worked on campus before? Yes No
Do you have Federal Work Study? Yes No

Federal Work Study Award: \$ _____

IV. Briefly describe your computer, software, technical and lab skills:

V. Briefly describe your general office skills:

VI. Prospective Position:

JOB TITLE	DEPARTMENT NAME
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VII. Work Availability

Enter the number of hours you want to work each week (up to 20 during academic term): _____

VIII. Student Certification-Student must read and sign:

I hereby acknowledge and agree that the following provision is a condition of my employment with Case Western Reserve University. Should my employment at Case Western Reserve University terminate at some future date for any reason, I shall return all property of the University including, but not limited to, keys, books and records. Should I fail to return property to the University, the University shall be permitted to deduct from my final payroll check an amount equal to the reasonable value of the property not returned. Also please note: if paid through stipend, the student is paid on a monthly basis.

Student's Signature: _____ Date: _____