

**SIMPSON COLLEGE**  
  
**STUDENT EMPLOYMENT APPLICATION**

**PURPOSE OF STUDENT EMPLOYMENT**

- To assist in developing job skills and work habits that will benefit you in your future
- To assist in the financing of your education
- To provide support for the various offices and programs of the College

Please complete this form thoroughly and accurately, as it will be your application for this academic year.

DEMOGRAPHIC INFORMATION			
Name _____	Pronouns: _____		
(Last)	(MI)	(First)	
Phone (____) _____	Simpson Email: _____		
Home address _____			
(Street)	(City)	(State)	(Zip)

Do you have a parent/relative employed by Simpson College? Yes  No  Name \_\_\_\_\_

Anticipated college graduation date: \_\_\_\_\_

List any/all academic areas you are interested in studying: \_\_\_\_\_

Would you be interested in working off campus (may require your own transportation) in a paid community service position? Yes  No  Will you have an automobile on campus? Yes  No

**What activities are you interested in pursuing at Simpson:**

Music? Yes  No  Specific interests? \_\_\_\_\_

Athletics? Yes  No  Which sports? \_\_\_\_\_

Other campus organizations/involvement? \_\_\_\_\_

**Do you have any special certifications?** \_\_\_\_\_

First Aid/CPR certified? Yes  No  Expiration date of certification \_\_\_\_\_  
 (Certification is required to work in Athletics/Fitness Center)

**WORK EXPERIENCE**

Please indicate any previous work experience and/or job skills. Attach a resume if available.

Job/Employer: \_\_\_\_\_

Two to three things you did well there: \_\_\_\_\_

**Mark an X next to each skill you have utilized and want to continue developing:**

__ Communication	__ Organization	__ Problem-Solving
__ Technical	__ Customer Service	__ Critical Thinking
__ Teamwork	__ Leadership	__ Creative

**Please read policies and procedures on reverse.**

## STUDENT EMPLOYMENT POLICIES AND PROCEDURES STATEMENT

The following guidelines and policies are a part of our on-campus student employment program:

### **FORMS REQUIRED:**

- You MAY NOT begin your employment until the forms listed below have been completed and returned to Sue Anderson Payroll Coordinator (Room 17A, Hillman Hall, x1510). These forms will be available on the SC Connect Portal Page and must be returned prior to beginning work. Forms can be uploaded to SC Connect or printed and dropped off at the Payroll office.
  - I-9 form (Employment Eligibility Verification Form — please refer to the back of the I-9 form for a list of acceptable documents):
  - 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)
- In addition to these forms, you must present identification as noted on Page 3 of the I-9 Employment Eligibility Form. These can either be uploaded to SC Connect with your payroll forms or presented in person in the payroll office. For security purposes, do not send copies via email.

### **PAYMENTS/HOURS:**

- You will enter your time worked in an electronic time sheet through SC Connect. You are responsible for accurately recording hours worked on a daily basis. If you have questions regarding the electronic time sheet, please call Sue Anderson at x1510 or email her at [susan.anderson@simpson.edu](mailto:susan.anderson@simpson.edu) for help.
- Your supervisor will approve your time on a biweekly basis. Each pay period will end on a Saturday, with timecards due at noon the following Monday. You will be paid biweekly on the Friday following the end of each pay period.
- Earnings from student employment are not credited to your student account. Instead, you will receive a pay check based on the hours you worked the previous month.
- If you cannot 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 aid award.

### **NEXT STEPS/FINAL THOUGHTS:**

- Completing the work application does not guarantee you a particular campus job. The contact listed on the job description in Handshake will be responsible for contacting you regarding your application status.
- It is important that you understand the responsibilities of the job. 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.
- 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 office of financial aid to discuss your student employment.

I have read and understand the college information regarding on-campus work assignment policies and procedures. The information provided on this application is accurate.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date