Campus Student Employment Form

(Returning Work Study Students Only)

Sweet Briar, Virginia 24595 • (800) 381-6156 • Fax: (434) 381-6450 • financialaid@sbc.edu • sbc.edu

ALL SECTIONS REQUIRE COMPLETION, UNLESS NOTED.

IDENTIFICATION

Student's name _____ Social Security no._____—_____—_____
Last First M.I.

Email _____ Box #_____ Extension #/Cell Phone _____ Class Year _____

PREVIOUS CAMPUS WORK

Have you previously been employed in a Sweet Briar campus job? ☐ Yes ☐ No

If you checked "no", you will be required to complete an I-9, all new-hire paperwork and present original ID before you begin work.

JOB PREFERENCES

Please list the departments in which you are interested in working in the coming school year. *(See Student Employers section.)*

1. _____
2. _____
3. _____
4. _____

☐ Check here if a supervisor has made a spoken or written commitment to hire you for the coming school year and provide the information below.

Department/office	Job Title	Supervisor's name	Pay rate

CERTIFICATION

I agree to perform my job in a mature and responsible manner and to comply with the instructions of my supervisor and the policies and procedures set forth in the Campus Employment handbook. I understand that my paychecks may be funded partly by the Federal Work- Study program.

I HAVE READ AND UNDERSTAND THE GENERAL POLICIES AND ALL PROCEDURES LOCATED ON THE BACK OF THIS FORM.

I UNDERSTAND THAT COMPLETING THIS FORM DOES NOT GUARANTEE ME A CAMPUS JOB.

Signature _____ Date _____/_____/_____

Return this form to the Financial Aid Office, located on the third floor of Prothro Hall.

JOB SEARCH PROCEDURES

Completing and submitting the Campus Student Employment Form is the first step to securing campus student employment.

Students are required to secure their own campus jobs by applying to jobs listed on the CSE website or by directly and respectfully contacting the departments in which they want to work. By filling out the Job Preferences section of this form, supervisors will have advance knowledge of your interest. To assist students in the job search process, descriptions of all jobs are available on https://www.sbc.edu/human-resources/employment-opportunities/.

JUMP START YOUR JOB SEARCH

By completing this form, you have taken the first step to securing a campus job. For a successful campus job search, remember these quick tips:

DEVELOP A BASIC RESUME. If you need help getting started, contact Career Services.

READ YOUR EMAIL AND CHECK OUR WEBSITE. When a campus job opening is available, the first thing CSE will do is email all students. Additionally, if securing a job is high priority this year, bookmark the following link for quick reference: sbc.edu/human-resources/student-job-openings

TAKE INITIATIVE AND ACT FAST! If you see a job you like, apply immediately. Many campus jobs are open until filled and most jobs fill quickly. Follow instructions for applying located within Job Opportunity postings which are attached to CSE emails and linked to **https://www.sbc.edu/human-resources/employment-opportunities/**.

GENERAL POLICIES AND PROCEDURES

Sweet Briar College participates in the Federal Work-Study Program (FWSP) and administers that and its own work program.

- Undergraduate students enrolled for at least half time (6.0 hours) are eligible for campus employment. Graduate and fifth (5th) year students must apply for employment through the Sweet Briar College Human Resources Department. All positions are part-time through the academic year. Students may work no more than 20 hours per week.
- All students are eligible to work on campus, but first priority for jobs is given to students who qualify for need-based assistance. All work-study eligible students are required to complete this form.
- All available campus positions are advertised through CSE. If you are having trouble obtaining a job once you have arrived on campus, please contact Campus Student Employment immediately.
- All students must show proof of US citizenship within three (3) working days of beginning employment. A list of documents necessary for verification of citizenship can be found at the U.S. Citizenship & Immigration Services website (www.uscis.gov/i-9-central).
- Students are paid biweekly for the hours they work. All students paid hourly are required to report their time using Paycom and have it approved by their supervisor biweekly. Students paid by stipend will need to consult their supervisor. It is an Honor Code violation to not report worked hours or to misreport hours in any way. Direct Deposit is available through the College and recommended to all working students.

Campus Student Employment is located in the Human Resources Department on the lower level of Fletcher Hall. For more information please visit our website: **sbc.edu/human-resources/student-job-openings**