



PAYROLL OFFICE

Student Employment Application *(optional)*

All students who are interested in obtaining College employment as a student employee under the Federal Work Study or Institutional Work programs may complete this application form in search of employment. This application is *optional* and will be housed in the Payroll Office to aid departments actively looking for students for a specific job assignment. Note that any work to be performed either BEFORE starting coursework at the College or AFTER graduation from the College cannot be considered student employment. This work must be processed through the Office of Human Resources as a temporary work assignment.

Completion of this application is not a guarantee of employment nor will it prevent students from being considered for other forms of financial aid, including grants, scholarships, and/or loans.

**Please complete and mail to:
Payroll Office, Box 3011, One College Avenue, Grantham, PA 17027**

Date: _____

Name: _____
Last, First Middle

Student ID #: _____

Campus Phone Ext.#: _____ Cell Phone #: _____

Campus E-mail Address: _____

Desired Work Period(s) *(select all that apply)*: Fall Spring Summer Year: _____

Date available for work: _____

Are you currently a student at Messiah College? Yes No

If not, when will you begin? Fall Spring Summer Year: _____

What is your major? _____

Were you previously employed by Messiah College? Yes No

Are you legally eligible for employment in the United States? Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Indicate your first, second, and third choice of job assignments from the following non-exhaustive list:

<input type="checkbox"/> Dining Services	<input type="checkbox"/> Phonathon	<input type="checkbox"/> Library
<input type="checkbox"/> Campus Events (Custodial)	<input type="checkbox"/> Information Technology Svcs	<input type="checkbox"/> Campus Store (Bookstore)
<input type="checkbox"/> Office Assistant/Receptionist	<input type="checkbox"/> Media Services	<input type="checkbox"/> Athletics/Aquatics
<input type="checkbox"/> Safety, Dept of	<input type="checkbox"/> Post Office	<input type="checkbox"/> Early Learning Center
<input type="checkbox"/> Other <i>(please specify)</i> : _____		

Messiah College does not discriminate on the basis of age, color, ethnic/national origin, disability, race or gender in its education programs, admissions or employment policies.

Employment is on an "at will" basis and for no definite period and may, regardless of the time and manner of payment of wages, be terminated at any time with or without cause by the College or the employee.

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Briefly describe your skills and abilities:

Employment History

List up to four present or former employers, starting with most recent employer.

Dates (MM/YY)	Name of Employer	Position Held
From _____ To _____ _____	_____ _____	_____ _____
Description of Duties _____ -----		
From _____ To _____ _____	_____ _____	_____ _____
Description of Duties _____ -----		
From _____ To _____ _____	_____ _____	_____ _____
Description of Duties _____ -----		
From _____ To _____ _____	_____ _____	_____ _____
Description of Duties _____ -----		