



# JOHN CABOT UNIVERSITY

## Student Worker Program Application



### APPLICANT INFORMATION

First Name  Middle Name  Last Name

Local Address  City  State  Zip Code  Country

Email  Local Cell Phone Number

Please fill in your current nationality as in your passport ( such as U.S.A.)

Do you hold a Permit to Stay?  Yes  No If Yes, please specify expiration date

Degree Concentration\ Major  Expected Graduation Date

Please check one:  Study Abroad Student  Degree Seeking Student

FOR WHICH ACADEMIC TERM ARE YOU APPLYING TO WORK?  Fall  Spring  Sum I  Sum II

HOW MANY HOURS WILL YOU BE REGISTERED DURING THIS ACADEMIC TERM? Hours

Hours available for work per week

DAY OF THE WEEK	TIME BLOCKS OF AVAILABILITY	DAY OF THE WEEK	TIME BLOCKS OF AVAILABILITY
MONDAY		FRIDAY	
TUESDAY		SATURDAY	
WEDNESDAY		SUNDAY	
THURSDAY			

LIST ANY SPECIAL SKILLS YOU HAVE THAT MIGHT BE RELEVANT TO YOUR WORK (TYPING SPEED, COMPUTER SKILLS, LANGUAGE ABILITIES, ETC.)

PLEASE SELECT THE DEPARTMENTS WHERE YOU WOULD LIKE TO WORK

Alumni  Dean's Office  Registrar  Admissions Office  Student Services  Career Services  
 Housing  Tutoring Labs  Front Office  Computer Lab  Athletics  Tiber Cafe  
 Library  Faculty Support  Special Events  Financial Aid Office  Information Desk

### ELIGIBILITY STATEMENT

IN ORDER TO BE ELIGIBLE FOR WORK STUDY YOU MUST BE IN GOOD ACADEMIC STANDING AND HAVE READ AND UNDERSTOOD THE JCU DISCIPLINARY POLICIES.

STUDENTS NOT REGISTERED FOR SUMMER SESSION CLASSES MAY WORK DURING SUMMER SESSION ONLY IF THEY ARE PRE-REGISTERED FOR THE FALL SEMESTER.

YOU MAY NOT WORK MORE THAN 20 HOURS PER WEEK IN ALL COMBINED WORK AT THE UNIVERSITY.

### APPLICANT CERTIFICATION

I certify that to the best of my knowledge the foregoing statements are correct and complete. The Student Services department has my permission to verify information provided on this form.

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date Field

# CONDITIONS OF EMPLOYMENT

Employment Offered to :

Working Title:

Hiring Supervisor

Department

Hourly Pay Rate

Begin Date (mm/dd/yyyy)

HIRING SUPERVISOR'S SIGNATURE: \_\_\_\_\_ Date

Registrar

Student Services

Financial Aid

## STUDENT ASSISTANT EMPLOYMENT AGREEMENT

The following agreement is intended to inform you of your rights and responsibilities as a Student Assistant in the University

### PERIOD OF EMPLOYMENT

Student assistants are employed on a semester basis. Employment may be renewed from semester to semester, provided that your work is satisfactory and that funds are available for that purpose. Occasionally, some departments have short-term work available. In these cases, the period of employment -- two weeks, one month, etc. -- will be specified in advance. Otherwise, students employed on this temporary basis have the same rights and responsibilities as those employed for a full semester.

### TERMINATION OF EMPLOYMENT - BY THE DEPARTMENT HIRING

Should your work prove unsatisfactory your Department Head will so inform you, specifying the reasons. Should your work remain unsatisfactory, employment may be terminated at the discretion of your Department Head.

### TERMINATION OF EMPLOYMENT - BY THE STUDENT

Should you find it necessary to stop work during a semester, you will be expected to give two weeks advance notice.

### WAGES

The hourly wage is €5.50 per hour or \$7.00 per hour. Payment is either applied to your tuition bill or paid directly to you.

### WORKING HOURS AND SCHEDULES

Normally, Student Assistants work approximately TWENTY hours per week. Longer or shorter working periods may be arranged with the approval of Department Heads. Working schedules will be arranged with the Department Head. Once agreed to, the Student Assistant will be expected to maintain her/his schedule. Failure to do so may result in termination of employment.

### BREAKS

A Student Assistant who works three or more hours in succession is entitled to a fifteen-minute break during that working period. No one who works less than three hours in succession is entitled to a break. If student works more than 5 hours overlapping lunch-break, the student may take a 25 minute break.

Functions, working conditions, hours and other factors vary from department to department. Therefore, in addition to the general conditions specified above, your Department Head may set other requirements reflecting the needs of the Department.

### RELEASE OF EMPLOYMENT INFORMATION

If you wish the University Department to be authorized to respond to a reference request on you in the future, you may sign a Release of Employment Information Form (available in the Career Services Office) to be placed in your personnel file before you terminate your employment with the hiring Department.

### UNIVERSITY POLICIES

A student assistant needs to be familiar with the University Policies including the Student Conduct Policies and Student Handbook

### PRIVACY INFORMATION POLICIES

The Students is aware that he/she will be handling sensitive data during their work-study period. The Student is aware that all personal information of students is to remain confidential and to be used for the strict and sole purpose of processing all new, incoming students or data entry. Misuse of any student personal data is illegal and could result in punishment according to Italian law, and/or disciplinary action by the University. ( Privacy: Italia Legislative Decree n.196 dated 30 June 2003)

***I understand and agree to the Conditions of Employment and the Student Assistant Employment Agreement specified above.***

EMPLOYEE SIGNATURE: \_\_\_\_\_

Date