

# Castleton University

Human Resources Office

62 Alumni Drive

Castleton, Vermont 05735

## Student Application for Employment

All students applying for employment with Castleton University must fill out this form. Please print.  
Individual departments may request additional information.

<b>Date of Application:</b>	<b>Position you are applying for:</b> <b>Are you eligible for federal work study?</b> " <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Department Name:</b>
	<b>Supervisor Name:</b>
<b>Date Available for Work:</b>	<b>Part-time/Full-time? If part-time, what hours would you be available?</b>

<b>Name: (Last, First, Middle)</b>	<b>Telephone Number:</b>
<b>Student ID #</b>	
<b>Mailing Address: (Street or P.O. Box, City, State, Zip)</b>	
<b>Campus Box #:</b>	
<b>E-mail address:</b>	
<b>Are you over 18 years of age?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you a Veteran?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you legally eligible for employment in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Have you ever been convicted of a felony?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If so, please describe where, when and under what circumstances.</b>
<b>If driving is required for the position:</b>	
<b>Do you currently have a valid, up-to-date license?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Any restrictions?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you been convicted of a traffic offense within the past five years?</b> <b>If so, please describe where, when and under what circumstances.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous employment with VSC?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date(s):</b>	
<b>Job Title(s):</b>	
<b>Any relatives employed by VSC?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If so, please list.</b>	

## SKILLS/CERTIFICATION

Please list any additional training, skills, or certification you have that would be useful in evaluating your application for employment:

## EMPLOYMENT (List in order, present or most recent position first)

<i>Name of Firm or Institution:</i>	<i>Address:</i>	<i>Dates Employed:</i> <i>From:                      To:</i>
<i>Position:</i>	<i>Name &amp; Title of Supervisor:</i>	
<i>Describe your duties:</i>		
<i>Reason for leaving:</i>		
<i>Name of Firm or Institution:</i>	<i>Address:</i>	<i>Dates Employed:</i> <i>From:                      To:</i>
<i>Position:</i>	<i>Name &amp; Title of Supervisor:</i>	
<i>Describe your duties:</i>		
<i>Reason for leaving:</i>		
<i>Have you ever been fired from a job or resigned in the face of dismissal or disciplinary action? "___ Yes    ""___ No</i> <i>If so, please describe the date and circumstances.</i>		

## ADDITIONAL REFERENCES (Excluding Relatives)

<i>Name:</i>	<i>Occupation:</i>	<i>Address:</i>	<i>Telephone Number:</i>
<i>Name:</i>	<i>Occupation:</i>	<i>Address:</i>	<i>Telephone Number:</i>

Local address \_\_\_\_\_

Cell phone \_\_\_\_\_

\_\_\_\_\_

Local phone \_\_\_\_\_

Home address \_\_\_\_\_

Home phone \_\_\_\_\_

\_\_\_\_\_

Cj gemyear in school (""Fresh, ""Soph, ""Junior, ""Senior)

Graduation date: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Circle times available (Daytime, evenings, weekends)

Cj gemdepartment(s) of interest:

**Circulation:** front desk service and shelving books

**Inter-Library Loan:** sending out and receiving books from other libraries

**Serials:** processing magazines and journals

**Technical Services:** processing books and clerical work

Briefly describe your reason for applying for this position \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your performance habits.

Attendance: \_\_\_\_\_

Punctuality: \_\_\_\_\_

Teamwork skills: \_\_\_\_\_

Ability to follow directions: \_\_\_\_\_

Ability to work alone: \_\_\_\_\_

# Please cross out all unavailable time slots.

Castleton University Library

Time	MON	TUE	WED	THU	FRI	SAT	SUN	
8:00 - 9:00	1	(8:00-9:30)	20	(8:00-9:30)	39	47	49	
9:00 - 10:00	2	12 (9:30-11:00)	21	31 (9:30-11:00)	40			
10:00-11:00	3	13	22	32	41			
11:00-12:00	4	(11:00-12:30)	23	(11:00-12:30)	42			
12:00-1:00	5	14 (12:30-2:00)	24	33 (12:30-2:00)	43			
1:00 - 2:00	6	15	25	34	44			
2:00 - 3:00	7	(2:00-3:30)	26	(2:00-3:30)	45			
3:00 - 4:00	8	16 (3:30-5:00)	27	35 (3:30-5:00)	(3:00-5:00)			(2:00-6:00)
4:00 - 5:00	9	17	28	36	46			50
5:00 - 8:00	10	18	29	37	48			(6:00-10:00)
8:00-10:00	11	19	30	38				51

Additional Schedule Information:

**TERMS & CONDITIONS OF EMPLOYMENT**  
**PLEASE READ CAREFULLY BEFORE SIGNING**

By signing below:

1. Student must have a completed Form W-4 and Form I-9 on file with the financial aid office and payroll office.
2. ***Student may NOT begin work until employment form has been approved by the Financial Aid Office.***
3. Student will be paid on an hours-worked basis. Mealtime and travel time may not be counted as hours worked. Earnings are subject to federal and state taxes. Student is authorized to work only up to the Federal Work-Study amount indicated on his/her award notice. Once the specified allotment is earned, employment may be terminated. If the student wishes to continue working, contact the Financial Aid office for more information. An increase in Federal Work-Study is not guaranteed and will not extend beyond the period of employment listed above. Students who are being paid from institutional funds are not monitored in terms of how much they earn.
4. Student must maintain at least half-time enrollment status and maintain satisfactory academic progress as defined in the Castleton University Catalogue/Handbook in order to participate in the Federal Work-Study employment program at Castleton University. Employment will be terminated for students not meeting the enrollment and/or satisfactory academic progress requirements. Student work schedule must not interfere with student class schedule.
5. While participating in Castleton University's student employment program, student is expected to conduct self in a professional manner (e.g., regular, punctual attendance, appropriate dress, cooperative attitude, respect, confidentiality, etc.) consistent with any employment situation. A breach of confidentiality is just cause for immediate dismissal from position. Employment may be terminated immediately if student misrepresents time card, the hiring department or the University. If, in the judgment of the hiring supervisor, student is not adequately performing job, his/her employment may be terminated. The Financial Aid office reserves the right to adjust the allotment, if necessary, to compensate for changes in student eligibility and/or funding. All student employment questions or issues should be referred to the Financial Aid office. Time verification information must be submitted to the supervisor according to the payroll schedule.

***\* I have read, understand and accept the terms and conditions of employment as stated in this application.***

***\*I certify that the information provided on this form is correct and complete. I understand and agree that provision of false information on this application or any attachments, misrepresentation, or omission of requested information could result in denial of employment or immediate termination once hired by Castleton University.***

***\*I understand and agree that all information furnished in this application and any attachments may be verified by Castleton University.***

***\*I hereby authorize all individuals and organizations named or referred to in this application (except where specifically denied) to give Castleton University all information necessary to verify the contents of this application and relative to my work habits and character and hereby release such individuals, organizations, Castleton University, and Vermont State Colleges from any liability for claims or damage which may result.***

***\*Under the policy of the Vermont State Colleges, certain positions are subject to a fingerprint-supported criminal background check. If the position for which I am applying is subject to a background check (at this time – only positions in Public Safety and Residence Halls require background checks), I agree to the release of criminal background information by any law enforcement organization, and I understand that any offer of employment will be contingent upon the satisfactory results of the criminal background check.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Castleton University is an equal opportunity employer and does not discriminate against any individual because of race, color, religion, ancestry, place of birth, gender, sexual orientation, national origin, age or veteran status, or against a qualified individual with a disability, or any other person whose status is protected under local, state, or federal laws.*