**Student Job Application**

**Personal Information**

Last Name: Middle Initial: First Name: .

Address: .

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City: State: Country: Zip: .

Email: .

Phone: .

Are you over 18? □ Yes □No

**Position(s) Applying For**

1. Title: ..

Department/Division: Supervisor: .

1. Title: ..

Department/Division: Supervisor: .

**Student Information**

Are you a current NCTA student? □ Yes □ No

If Yes:

Major: Number of Hours Enrolled This Semester: .

Have you been awarded Work Study? □ Yes □ No

Class Level: .

Expected Graduation (MM/YYYY): .

NUID: .

**Employment History**

Have you previously worked for the University of Nebraska or NCTA? □ Yes □ No

If Yes:

Department: Start Date: End Date: .

**Previous Employment - Most Recent First**

Institution: .

Location: City: State: Country: .

Start Date: End Date: .

Institution: .

Location: City: State: Country: .

Start Date: End Date: .

**Additional Comments**

Please provide any additional information that would help us consider you as a student worker.

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**Once You Find a Position**

Refer to the contact information for the position you are interested in and arrange to meet with the supervisor. Be prepared to provide the supervisor with your class schedule.

If you are offered the position and accept it, you will be directed by your supervisor to go to the Business Office, which is located in Ag Hall, 2nd floor to complete the hiring paperwork. Please bring your driver’s license, social security card, and bank information. A criminal history background check will be conducted.

Business Office contacts:

Human Resources – Jan Gilbert, phone 308-367-5252, email [jgilbert3@unl.edu](mailto:jgilbert3@unl.edu)

Payroll – Laura Romeo, phone 308-367-5263, email [lromeo2@unl.edu](mailto:lromeo2@unl.edu)

**Signature Required**

**I attest that all information contained herein is correct and that falsification may result in my dismissal from any employment and/or referral to Student Judicial Affairs.**

**Print Name: Signature: Date: .**

*The University of Nebraska – College of Technical Agriculture does not discriminate based on gender, age, disability, race, color, religion, marital status, Veteran’s status, national or ethnic origin, or sexual orientation.*

***TEMP WORKER FORM***

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly Rate: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed Hours: \_\_\_\_\_\_\_\_\_\_ a week

REQUIRED APPROVAL SIGNATURES:

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost Center(s) To Be Charged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head/Manager Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please be aware this appointment is contingent upon the results of a criminal background check.

Remind the employee to bring their driver’s license, social security card, and bank information to the Business Office (2nd Floor Ag Hall) to complete the hiring process.