



University of Nevada, Reno

STUDENT EMPLOYMENT- Eligibility and Application Form

This form is for Student Employment Human Resources records only.

**All sections must be completed if applicable in order for hiring documents to be processed.*

NAME (Last, First, MI) _____ Student ID# _____

CURRENT EDUCATION STATUS

Colleges _____ Major _____ Class Standing _____

CURRENT EMPLOYMENT STATUS

Are you currently employed on campus? Y/N __ If yes, list employing department and amount of hours working _____

Are you currently employed at another NSHE institution? Y/N _____ If yes, list employing institution and amount of hours working _____

ELIGIBILITY REQUIREMENTS:

- 1) All Students MUST be enrolled at the University of Nevada Reno to be eligible for Student Employment.
- 2) During Fall/Spring Semesters to be exempt from FICA/Medicare taxes, the student must be enrolled in at least 6 credit hours as an undergraduate student, or 3 credit hours as a graduate or graduate special student. During the summer to be exempt from FICA/Medicare taxes the student must be enrolled in a class during the first or second term of summer session.
- 3) If student does not maintain minimum eligibility requirements, Human Resources will notify the department and terminate student employment immediately.

HOURS AND PERIODS OF EMPLOYMENT:

- 1) Student Employment positions are part-time, temporary, hourly appointments and may be terminated at any time at the discretion of the employing department.
- 2) Student Employment positions are allowed to work up to a maximum 25 hours per week when classes are in session (fall and spring semester). During break times winter/spring break and the summer student employment positions are allowed to work up to a maximum 40 hours per week.
- 3) Multiple concurrent positions on campus, at other NSHE institutions or in off-campus work study must remain within the hour limitation listed.
- 4) The Student Employee must work with all of their employers to ensure the total hours from all positions remain with the policy.
- 5) Provide information on job related criminal/traffic convictions as appropriate. A conviction is not an automatic bar to employment, but failure to provide such could result in termination.

More information on Student Employment can be found on the Human Resources website at: <http://www.unr.edu/hr/training-and-development/student-employment>

THE EMPLOYEE MUST SIGN AND DATE THIS SECTION IN ORDER FOR HIRING DOCUMENTS TO BE PROCESSED.

AS the student employee, I certify that I have read, understand, and meet the enrollment eligibility requirements for student employment. I further understand that once I no longer meet the requirements, my employment will terminate immediately.

Student Employee Signature: _____ Date: _____