TEMPORARY EMPLOYMENT APPLICATION

DEPARTMENT OF MATHEMATICS & STATISTICS

Submit a paper copy to Neill Hall 103, or email a completed PDF to math.stats@wsu.edu

<u>Priority application deadlines</u>:   **Fall hire**: August 1st | **Spring hire**: November 30th

Name: _____ **WSU ID#:** _____

Phone: _____ **WSU Email:** _____

PLEASE READ: Appointments begin as early as 8/16 for Fall or 1/1 for Spring. If selected for employment, you are expected to be available starting on the first working day as there may be mandatory training/meetings with supervising instructors. Positions may be offered after the first day of the semester depending on enrollments. Hourly appointments require daily time tracking in Workday – WSU's web-based payroll and personnel system.

I9-employment eligibility must be completed within <u>3 working days</u> of your start date if you have not previously worked for WSU. I-9 verification <u>must be completed before</u> beginning work. Visit **math.wsu.edu/positions/studentemployment.php** for a list of acceptable eligibility documents. International students who are unable to meet US employment eligibility requirements may opt for no pay and receive Math 497 (Instructional Practicum) credit instead.

Semester: ☐ Fall ☐ Spring ☐ Summer   **Pay option:** ☐ Hourly Pay ☐ Math 497 credit
Choose <u>one</u> – apply separately for multiple semesters   ***NOTE:*** *Part-time employment allows a MAXIMUM of 20 hours/week*

Please certify that you are enrolled in at least six credits for this semester: ☐ I am enrolled in six or more credits

☐ Teaching   Learning Assistant for: ___Math 100   ___Math 103   ___Math 106   ___Math 108   ___Math 110
*Indicate preference by placing **1***(highest), ***2***, ***3***, ***4***, *or **5***(lowest) in each blank.*

☐ Grading   **Max** hours/week you can work: _____   (Requires 2 hours/week of tutoring at Math Learning Center)

☐ MLC Tutoring   **Max** hours/week you can work: _____
  List three Math/Stat courses you can tutor: 1. _____   2. _____   3. _____

Have you worked for WSU before?   ☐ Yes ☐ No   Have you worked for Math/Stat before?   ☐ Yes ☐ No

Are you a citizen of the United States?   ☐ Yes ☐ No → If **no**, are you authorized to work in the US? ☐ Yes ☐ No

Are you eligible for work-study?   ☐ Yes ☐ No → If **yes**, is it: ☐ Federal W/S   or   ☐ State W/S

Major: _____   **Minor** (if applicable)**:** _____

Class standing: ☐ Sophomore ☐ Junior ☐ Senior   **Cumulative GPA:** _____

NOTE: *The department does not normally hire freshmen; sophomores or juniors with less than a 3.25 GPA; or seniors with less than a 3.0 GPA.*

List up to eight of your most recent Math/Stat courses and the final grade received in each:

If a course is <u>in-progress</u>, leave the grade blank. If including <u>transfer credit</u>, list the WSU-equivalent Course Number.

Course NUMBER (i.e. Math 106)	Grade	Course NUMBER	Grade

Additional courses you feel should be noted:

Tutoring experience:

I certify that the information provided here is true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application may result in my release. Upon signing my contract, I agree to all terms and assignments therein. Breach of contract may result in my termination.

Signature: _____   **Date:** _____