PACIFIC STATES UNIVERSITY

On-Campus Work Application

On-campus work helps students to develop professional experiences and connections with our faculties and staff while offsetting the cost of education. Students are eligible for on-campus work as long as they are registered for classes and meet all the requirements needed to work in the United States.

Please note
- Hired students are eligible to work on campus for only 1 quarter. However, hired students who had shown good performance at work might be able to work on campus more than 1 quarter depending on the University's decision. Students who are ineligible to work on campus based on the below conditions might be able to work under exception from the University.
- Hired students MUST submit SSN to the Student Service Office. Those who do not have SSN can request the letter of SSN application on the training day.
- Applicants who do not meet the requirement and incomplete application will not be considered. False statements reported on this application may be considered sufficient cause to cancel application.

Eligibility

Applicants MUST comply with the following conditions in order to apply for temporary on-campus work which is limited to not over 20 hours per week. **Applicants must:**
a) Be currently enrolled;
b) Have a GPA of 3.0 or higher;
c) Have completed three quarters (vacation quarter excluded) in a PSU Degree program

Restrictions

Those who are **INELIGIBLE** to apply for on-campus work are as follow.
a) ESL and ACP students;
b) Students who are on hold with the following reasons; Academic Probation, No TOEFL Score or Missing Documents;
c) Students who are on OPT or Vacation.

Application Procedure

- Applicants must register for classes prior to submitting the application form.
- Applicants must submit the application form during the hiring period announced at PSU campus.
- The application form must be filled out completely and legibly before submit in person at PSU campus or fax to **1 (323) 731-7276** or email to **studentservice@psuca.edu**
- Those who are chosen will be contacted for work schedule arrangement before work quarter begins.

Criteria for Selection

Applicants may be considered by
a) GPA;
b) Contributions made to PSU.

Student Information (All required to identify your record—please print clearly)

PSU Student ID (if available)	Date of Birth (mm/dd/yyyy)
Full Name (Last, First Middle)	
Current Mailing Address – Street	

City	State	ZIP/Postal Code	Country

Telephone	E-mail Address

Emergency Contact Information

Full Name (Last, First Middle)	
Relationship to Student	
Telephone	E-mail Address

Application Information

I. Application Information

Have you applied for on-campus work before? ☐ Yes ☐ No

If yes, have you been chosen to work on campus before? ☐ Yes ☐ No

If yes, please specify quarter and year you worked. _____

II. Available Work Schedule (The below schedule is subject to change)

Select your available time for on-campus work from the schedule below

☐ Monday 5:00 pm – 10:00 pm   ☐ Tuesday 5:00 pm – 10:00 pm

☐ Wednesday 5:00 pm – 10:00 pm   ☐ Thursday 5:00 pm – 10:00 pm

☐ Friday 5:00 pm – 10:00 pm   ☐ Saturday 8:00 am – 1:00 pm

☐ Saturday 12:30 pm – 5:00 pm

III. Skills

Please specify computer programs you are familiar with.

_____

_____

_____

Please specify languages you speak, read, or write fluently.

_____

_____

_____

Certification

I certify that I have read and understand the condition of application mentioned above. I acknowledge that I am applying for temporary employment at Pacific States University.

Applicant's Signature (*Digital or electronic signature is not accepted*)	**Date** (mm/dd/yyyy)
X	

OFFICE USE ONLY

Reviewed Date	Reviewed By	Comments