

## Work-Study Application

Name: \_\_\_\_\_ AUAF ID Number: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

AUAF Email Address: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Completed Number of UG Credits: \_\_\_\_

Your preferred time of work:

8:00-12:00

13:00-17:00

16:00-20:00

Have you been previously employed by work-study at AUAF? \_\_\_\_\_ Yes \_\_\_\_\_ No

If, yes, what office or department: \_\_\_\_\_

Are you eligible to return to that position? \_\_\_\_\_

Would you like to return to that position? \_\_\_\_\_

Are you a full-scholarship student at AUAF? \_\_\_\_\_ Yes \_\_\_\_\_ No

All jobs will be assigned by the Office of Student Affairs. You can check off any of the position(s) below which you might be interested in but that does not guarantee placement. Departments can recommend students whom they wish to hire but ultimately you will be placed where you are most needed. Those who have previously worked for a department will be the first to be considered for the same positions.

**To be and remain eligible for work-study a student must:**

- **Be a Full-time UG student**
- **Have and maintain (2.5 GPA) or above**
- **Be in good conduct standing (having no conduct violations)**
- **Demonstrate financial need**
- **NOT have paid their full tuition for the semester in advance**
- **NOT hold any part/full-time job outside the university**

Positions on Campus: Please put a check mark next to all positions of interest. Remember these are not all available each semester.

	Administration		Student Affairs
	English Tutor*		Professional Development Office
	Math Tutor*		Library
	Information Technology		Finance Office
	Admissions/tours		Procurement
	Communications Office		Other (Specify)

\*Tutors will be placed based on ability in given subject.

“Work-study” will be scheduled around your class times. You will be required to perform all duties as outlined by your immediate supervisor. Prior to beginning your position, you will meet with your supervisor to agree upon on a work schedule and a list of responsibilities. You are expected to always show up to work on time, stay for the duration of your shift, and complete all tasks as assigned by your supervisor. If you need to miss a day of work, or will be late for any reason, you must let your supervisor know as soon as possible. Ideally, you should let them know at least 3 days (72 hours) in advance. If you are sick and unable to work, you agree that you will make up any missed work as required. Two absent days from work without prior notice to your supervisors will result in termination of your contract as work study assistant.p

Student Applicants Signature

Date

**Submit the Work-study application form along with (1) Page resume through email to the [work-study@auaf.edu.af](mailto:work-study@auaf.edu.af). Applications without the resume will not be considered.**