Dear Student,

The Student Employment Office will be offering summer job opportunities under the Work-Study Program for the period of **May 21, 2018 through August 28, 2018**. Summer 2018 program positions will be available on both campuses at hourly rates ranging from $13.00 to $15.00. Students will need to work **28 hours per week** for the specified timeframe.

Once again we are pleased to offer students residing at the **Rose Hill campus** a 75% discount off summer housing. To receive this discount, students must be employed for the **entire** summer, working **28 hours per week**. The workweek will coincide with the University's summer Friday closings for six weeks beginning July. **Should you not work the entire summer program, the housing discount will not be authorized and you will be responsible for the full cost of housing.** You have the option of taking up to a two week vacation at your Supervisor's discretion and approval. Please refrain from selecting the last two weeks of the program since this is a very busy time for most University departments.

Students may apply for housing through the Residential Life Office located in Loschert Hall Basement. Housing is based on availability and is not guaranteed based on employment.

In order to be eligible for a position, students must complete the following:

1. 2018-2019 Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA filed no later than **April 6, 2018** (www.FAFSA.ed.gov)
2. Summer Work-Study Placement Form (see below)

You will be notified in late April if a position will be offered to you provided you have completed the above applications by the required deadline. Applicants are screened on the basis of financial need, skills, and availability. The awarding of summer work-study is on a first come, first served basis and is a separate and distinct process from the awarding of work-study for the academic year. To obtain a list of the types of positions offered, please visit our website at [www.fordham.edu/studentemployment](http://www.fordham.edu/studentemployment).

Please complete the Placement Form below and return it to Fordham University, Student Employment Office, 441 E. Fordham Road, Thebaud Hall, 1st floor, Bronx, NY 10458 by **March 21, 2018**.

Looking forward to working with you this summer.

Thank you,

Student Employment Office
A. BASIC INFORMATION

1. Name: ___________________________ Tel: (___) _________

2. Local Address: ___________________________ E-mail: __________
   Street
   City _______ State _______ Zip _______

3. Permanent Address: ___________________________ Cell: (___) _________
   Street
   City _______ State _______ Zip _______

4. During the next academic year, you will be enrolled full-time in which school of Fordham University?
   FCRH _____ GSBRH _____ FCLC _____ GSBLC _____ FSPCS _____ Grad. Program _____;
   Day _____ Eve _____

5. Year of Graduation _______ Major ___________; Commuter _______ Resident ______

6. Do you plan to enroll for class this summer? Yes _______ No _______ if no, and you decide to enroll, you must inform the Student Employment Office.

7. Will you be residing at the RH campus this Summer? Yes _______ No _______

B. EMPLOYMENT INFORMATION

1. Have you previously been assigned to a position through the Student Employment Office? _______ If yes, name of Department _______________________. Would you like to return there? Yes _______ No _______.

2. Have you participated in community service activities? Yes _______ No _______. If yes, duration _______.

3. Previous work/voluntary experience: ___________________________

   Driver's License _____ Tutoring _____ Computer related skills _____
   (specify MS word, excel, etc.)

C. TYPE OF JOB YOU PREFER (Please see list of job categories on our website)

1. Please give 1st and 2nd choice: Clerical _____ Computer Related _____ Van Driver _____ Library _____
   Lombardi Center _____ Security _____ Community Service Related _____ Other (specify) ___________

2. Campus Preferred: ROSE HILL _____ LINCOLN CENTER ______

3. Will you be able to work 28 hours per week for the entire summer program May 21 to Aug. 28, 2018? ______
   If not, please specify when you will be available ____________________________
   Also, please indicate your availability: Days _______ Evenings after 5pm _______
   Both ______

D. FINANCIAL AID INFORMATION

1. Indicate date when FAFSA was filed ___________ Date ___________.

2. I understand that the purpose of this Summer assignment is to provide me with funds to assist with college expenses during the Academic Year. Therefore, I agree to save 60% of my net earnings to help pay for college expenses in the Fall.

Signature: ___________________________ Date: ___________