February 2019

Dear Student,

The Student Employment Office will be offering summer job opportunities under the Work-Study Program for the period of May 20, 2019 through August 27, 2019. Summer 2019 program positions will be available on both campuses at hourly rates ranging from $15.00 to $17.00. 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. 2019-2020 Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA filed no later than April 6, 2019. (www.FAFSA.ed.gov)
2. Summer Work-Study Placement Form (see reverse side)

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.

Please complete the Placement Form below and return it to Fordham University, via email to seorequests@fordham.edu or mail to Student Employment Office, 441 E. Fordham Road, Thebaud Hall, 1st floor, Bronx, NY 10458 by March 22, 2019.

Looking forward to working with you this summer.

Thank you,

Student Employment Office
A. BASIC INFORMATION

1. Name: ___________________________________________________________ FIDN____________________

2. Local Address: ______________________________________________________ Tel: (______) _____________

   Street

   City __________________ State __ Zip ___________________________ E-mail: __________________________

3. Permanent Address: ______________________________________________________ Tel: (______) _____________

   Street

   City __________________ State __ Zip ___________________________ Cell: (______) ___________________

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: __________________________________________________________

4. Skills:  Typing ___ Office Skills ___ Media Equipment ___ Accounting ___ Lifeguard ___

   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 20 to Aug. 27, 2019**?____

   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: ___________________