



**NORTH DAKOTA STATE COLLEGE OF SCIENCE
HUMAN RESOURCE OFFICE
800 N 6TH Street
Wahpeton ND 58076
Haverty Hall Room 136 701-671-2903**

Student Work Study Application

(Fill out and return if you are interested in working through NDSCS workstudy program.)

Please Print:

Term applying for: Academic Year Summer

Name _____ Student ID# (if known) _____

College Box # _____ Campus Phone _____

College Major _____ Cell Phone _____

Home Address _____
(Address) (City) (State) (Zip)

Home Phone _____

email address: _____

Can you provide proof, if hired, that you are eligible to work in the United States? Yes No
*(You must have a **valid US Social Security Number/Card** for employment at NDSCS)*

What Type of Work Are You Interested In? (Please Indicate 1st, 2nd Etc. For Choice)

<input type="checkbox"/>	Dining Service	<input type="checkbox"/>	Cleaning	<input type="checkbox"/>	Computer lab/Gameroom	<input type="checkbox"/>	Office/Library
<input type="checkbox"/>	Athletics	<input type="checkbox"/>	Tour Guide	<input type="checkbox"/>	Faculty assistant	<input type="checkbox"/>	Student Security
<input type="checkbox"/>	Lifeguard <i>(Must Be Certified)</i>			<input type="checkbox"/>	Other Types	<input type="checkbox"/>	

Are you *available to work* 5:45-8 AM Between 8 AM-5 PM Evenings Weekends

Have You Worked For NDSCS Before? No Yes Where? _____

SECURITY INFORMATION

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court?

Yes No

If YES, describe in full on separate sheet of paper. Convictions are not an absolute bar to employment but will be considered in relationship to job requirements.

NDSCS is required to complete a background check for specific student positions prior to student placement. For a list of these positions, please contact Human Resources.

Student Signature _____ **Date** _____

Click [HERE](#) for digital signature help

IMPORTANT

You will be required to provide 2 (two) forms of identification prior to your start of employment. NDSCS requires that all employees present their official social security card for payroll purposes. (If the Social Security Card is not used as identification for the I-9 Form, then a photocopy of your social security card is acceptable for payroll purposes.) The I-9 Form requires an additional form of identification. Generally can be your driver's license or school identification card. Please see the back of this page for other qualified identifications.

LIST OF ACCEPTABLE DOCUMENTS

1 item is acceptable from LIST A OR 1 item from List B & 1 item from List C

LIST A

US Passport (unexpired or expired)	Certificate of US Citizenship (Form N-550 or N561)	Certificate of Naturalization (Form N550 or N570)
Unexpired foreign passport, With I-551 stamp or Attached INS Form I-94 Indicating unexpired employment authorization.	Permanent Resident Card or Alien Registration Receipt Card With photograph (From I-151 Or I-551)	Unexpired Temporary Resident Card (Form I-688)
Unexpired employment Authorization Card (Form I-688A)	Unexpired Reentry Permit (Form I-327)	Unexpired Refugee Travel Document (Form 1-571)
Unexpired employment Authorization Document issued by the DHS which contains a photograph (From I-688B)		

***** **OR** *****

LIST B	One document from List B & one from List C	LIST C
1. Driver's license or ID card issued by a state or outlying possession of the US provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.		1. US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment.
2. ID Card issued by federal, state or local government agency or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.		2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or From DS-1350)
3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal.
4. Voter's registration card.		4. Native American Tribal Document
5. US Military Card or draft record		5. US Citizen ID card (Form I-197)
6. Military dependent's ID card.		6. ID Card for the use of Resident Citizen in the US (Form I-179)
7. US Coast Guard Merchant Mariner Card		
8. Native American tribal document		7. Unexpired employment authorization document issued by the DHS (other than those listed under List A)
9. Driver's license issued by a Canadian government authority.		
FOR PERSONS UNDER AGE 18 WHO ARE UNABLE TO PRESENT A DOCUMENT LISTED ABOVE:		
10. <i>School record or report card.</i>		
11. <i>Clinic, doctor or hospital record.</i>		
12. <i>Day-care or nursery school record.</i>		