

USM Registration and Scheduling Services  
**Application for Student Employment**  
(Must be awarded Federal Work Study to apply)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date Available /Semester: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Major: \_\_\_\_\_ Year: \_\_\_\_\_

Have you been awarded Federal Work Study funds? (Circle One)      Y      or      N

Work Study amount awarded for the year: \_\_\_\_\_

Total Hours Requested Per Week: \_\_\_\_\_

Preferred Campus of Employment (Circle One)      Gorham      or      Portland

Preferred Hours/Day(s) that fit your schedule this semester (Office hours 8:00AM - 4:30PM Monday-Friday):

Monday \_\_\_\_\_ Thursday \_\_\_\_\_

Tuesday \_\_\_\_\_ Friday \_\_\_\_\_

Wednesday \_\_\_\_\_

Are you available to work during school breaks? (Circle One)      Y      or      N

Describe related skills (office skills, computer knowledge, etc...)

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What other work experience do you have?

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What skills/experience would you like to gain from this job?

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Extracurricular Activities (include any NCAA sport for the current academic year):

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**Student Privacy and Confidentiality Agreement**

*As a student worker in the office of Registration and Scheduling Services, you may be exposed to, or have access to, **verbal and/or written information** which is sensitive and/or personal in nature.*

*It is imperative that **NO** information regarding an individual student, family, or employee is discussed or shared with anyone other than office staff, without written consent of the person or persons involved. Unauthorized release of confidential information is a violation of laws regarding individual and family rights to privacy.*

*Violations will result in termination of your employment with our department.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only:**

Interview Date: \_\_\_\_\_ Interviewed By: \_\_\_\_\_

Pay Rate: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Position: \_\_\_\_\_

Comments: \_\_\_\_\_

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