## La Sierra University Biology Department—Student Employment Application Complete this form by <u>printing clearly</u> or typing. Return completed form to the Biology Secretary or Biology Technical Associate

Date: Name:	(check one) FOR:	SU	FA	WI	SP	QTR	Student ID#: Current Academic Year Standing:						
Nume.							(check one)					GR	
Private Facility							-	ΓN	30	JΝ	ЭN	GN	
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Enter Grade beside coll	ege biology courses com	pleted	l:			+							
G. BIO 111	Tools& Methods		Cell & Molec			Histology			Biogeography				
G. BIOL 112	Tools & Method	Tools & Methods II			Genetics			Immunology			Microbiology		
G. BIOL 113	Tools & Method	& Methods III			. Bio		Gross Anatomy			Vert. Nat. His			
A&P I	Biostatistics			Systems Phys			Syst. Botany			Herpetology			
A&P II	Gen Ecology			Neu	ırobiol	logy	Neuro	Anat		N	1ed Mi	crobio	
Other college science a	nd math course complete	e: 											
If you've worked for LS	U Biology before list whe	n & fo	 or whor	m:									
	e another job on or off ca nent during the quarter a	•		ng	1	NO	YES		YES" lis		s/sche	dules on	
Work Preference:							ther relevant wo	•		e on b	ack pa	ge →	
	signed by the authorizing rature of supervisor to a				n the F	INAL	decision of hire	e has b	een m	ade. S	tudent	does	
Position Approved:	Scheduled Worl			Fa Su Su Au	culty/ pervis pervis ithoriz	or's ing							

## How to get a student a student job in the Biology Department (Application and Hiring Process)

- Verify that you are eligible to work on campus as a student employee by checking with Human Resources in the Administration Building (upstairs, near the conference room).
- Obtain & complete the Biology Department Student Employee Application form at Price Science Complex, rooms 201 or 107
- 3. Contact the supervisor of the job position you wish to work in. For Reader, Teaching Assistant, or Research Assistant positions, contact the faculty supervising the desired course of lab position directly. For Biology Office positions, contact the supervisor listed in the job description or the Biology Technical Associate. Telephone, e-mail, notes under the door all work, along with patient persistence. You do not obtain the supervisor's signature when you are applying for a position. (They will only sign after review of application if they decide to hire you.)
- 4. Obtain and complete a Student Employee Contract from the Biology Office or Technical Associate. After thorough review of your application by the supervisor, if you are hired they will sign your application and let the Technical Associate know what you will be hired so that you can obtain a contract from them. The Technical Associate will then confirm information with you, assign your hourly rate and account, then return the contract for you to take to Human Resources.
- 5. Take your contract to Human Resources for processing. At Human Resources you must provide documents of employability and sign additional forms to establish your payroll account. When you have properly completed and met the requirements for processing your contract, you will be provided a signed and dates "Clearance to Work Form" from Human Resources.
- 6. Return the *Clearance to Work Form* to the Biology Office or Biology Stockroom.
- 7. Sign for receive your copy of the Department of Biology Student Employee & Volunteer Guidelines manual and applicable Job Descriptions sheet(s) from the Biology Office or Biology Stockroom when you turn your Clearance to Work Form.

Only after these signed forms are turn in to the Biology O	Office or Biology Stockroom are you actually considered "hired" and eligible to start recording hours of work.