



2016-2017 University of Mobile Student Workforce Application

Completion of this application does not guarantee a position on the UMobile Student Workforce. Your application will be kept on file for one year, and students must re-apply and complete an application each year. Work study eligibility will be recalculated each year based on the most recent FAFSA results.

You are eligible to be considered if you:

- Complete the FAFSA
- Complete this application
- Enroll in 12 or more hours
- Maintain a 2.0 GPA
- Are a traditional undergraduate student

If hired, you will also be required to:

- Attend Mandatory Workforce Training on campus
- Serve as a UM Ambassador for on campus events
- Purchase a UM Workforce Shirt

Many factors go into the selection of UMobile Student Workforce. Among these are the student's unmet financial aid need (as determined by the Financial Aid office), the number of student worker positions available, and the date that the student filed the FAFSA. Each student who obtains on-campus employment is **required to attend** a paid student worker orientation workshop. Students are paid minimum wage on a bi-weekly basis. All student workers are evaluated at the end of each semester, and this evaluation is a factor in continued participation in the University of Mobile Student Workforce.

Name: _____ ID# _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Your cell phone number _____ **or other phone number where you can be reached**

UM Campus Dorm Address: _____

Date of Birth: _____ Major: _____

2016-17 Classification: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Please indicate when your expected graduation date from the University of Mobile: Fall of _____ (December) or Spring (May) _____.

Previous Job Experience: _____

Days and Hours available to work: _____

Check all skills/interests that apply to you:

- | | |
|---|--|
| <input type="checkbox"/> Tutoring/Teaching | <input type="checkbox"/> Typing: _____ wpm |
| <input type="checkbox"/> Physically able to lift 20+ lbs. | <input type="checkbox"/> Office work (filing, etc.) |
| <input type="checkbox"/> Photography/Video Skills | <input type="checkbox"/> Computer Skills |
| <input type="checkbox"/> Working with the Public | <input type="checkbox"/> Transportation to work off-campus |
| <input type="checkbox"/> Interest in Athletics | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Working evenings and/or weekends | |

**CONFIDENTIALITY OF STUDENT RECORDS
EMPLOYEE STATEMENT OF UNDERSTANDING**

In the conducting of its normal business, the University of Mobile collects, maintains, and archives confidential academic information on its students. The University of Mobile, under the **Family Educational Rights and Privacy Act (FERPA)** of 1974, as amended, is responsible for maintaining and protecting the confidentiality of student records and is specifically prohibited from releasing non-directory information to third parties without the student's written consent. The act, however, permits access to confidential information by University officials who by the nature of their job have a legitimate "need to know."

You have been identified as an employee requiring access to confidential student records information. Access to confidential student records information is granted to assist you in conducting your business on behalf of the University and its students. Accepting this access makes you responsible and liable for maintaining this confidentiality. Under no circumstances should you disclose or share sensitive student records data beyond the parameters of "need to know" established by **FERPA**.

****Persons who violate the confidentiality of student records are subject to disciplinary action and/or termination.**

ACKNOWLEDGEMENT STATEMENT

I have read the above statement and understand my responsibility to maintain the confidentiality of student records information. My signature below signifies my acceptance of this obligation.

Printed Name: _____ SS# _____

Title: _____ University of Mobile Student Workforce Employee _____

Signature: _____ Date _____

In an effort to place you in a position that will allow for the use and development of your natural talents, please list your Strengths or Signature Themes as determined by the Clifton StrengthsFinder Inventory (ex. Achiever, Harmony, Includer, etc.). Please list them in the order found on your individual report.

1. _____ 2. _____ 3. _____
4. _____ 5. _____ Have not taken Strengths _____

*Please be advised that including your strengths is additional helpful information and does not guarantee a position in any particular area.

If you will be a first-time student at UMobile, you will be given information for taking the inventory after you arrive on campus. If you are a returning student and have not taken the inventory, please contact Brenda Davis, the Strengths Coordinator, for assistance at (251) 442-2877.

***To be considered for a workforce position, a resume must be submitted with this application. If you need assistance with a resume contact the career counselor at (251) 442-2292.**

To be completed by Student Workforce Coordinator:

Area or Department of Responsibility: _____

Area or Department Supervisor: _____