

STUDENT EMPLOYMENT APPLICATION

Canadian University College/Parkview Adventist Academy

APPENDIX 6

PLEASE PRINT ALL INFORMATION CLEARLY
SEE NEXT PAGE FOR HIGHLIGHTS OF THE STUDENT EMPLOYMENT PROGRAM

Name: _____ Canadian S.I.N. _____ - _____ - _____
(Please Print Last Name, First Name, Middle Initial) (NOT U.S.A. Social Security Number)

Local Address While Attending School (if not in dorm): _____
#: _____) _____
Dormitory: *MH* *LVH* (Room
(Please Circle)

Phone # _____

Are you a citizen or landed immigrant of Canada? (Please Circle) Yes No

Enrolling in: (Please circle one) PAA Grade: 10 11 12 CUC Year: 1 2 3 4

If enrolled in College, what is (or what will be) your major? _____

What skills and talents do you have? (e.g. plumbing, carpentry, food preparation, office skills, lifeguard, computers, people skills, subject tutoring, leadership skills, etc.)

Please list below any work experience you have had: (If available, please attach a resume.)

Date(s):	Experience: (List most recent first)	References:
_____	_____	_____
_____	_____	_____
_____	_____	_____

This information is true and correct to the best of my ability:

Signature of Applicant

Date Signed

Highlights of the Student Employment Program At CUC/PAA

1. There is a currently up-dated **Off Campus Job Opportunities Board** to assist students who are looking for an off-campus job. It is located just down the hall from the Student Finance Office.
2. There is a **Student Employment Web Site** @ www.cucpaa.ca to assist students who need to find on-campus employment. This web site has information, forms, and links that are designed to help students obtain employment at CUC or PAA.
3. After you complete this application form, please complete a *Student Work Availability Form* (found on the web site) **as soon as you know your class schedule**. Submit this form to the Student Finance Office. This will “activate” your application and your name will be added to the list of students available for work for the campus employers.
4. If you do not have a Canadian Social Insurance Number (S.I.N.), there are forms available in the Student Finance Office and transportation to Red Deer may be provided to students who need to apply for their S.I.N. It is free to apply for a Canadian S.I.N. and you must have one in order to work within Canada.
5. Student employment is described as an **Exchange of Services** by Revenue Canada (Ruling #25-96-2914) and all earnings are applied directly to the student’s account to offset the cost of tuition. Earnings are therefore ineligible for Employment Insurance and Canadian Pension Plan.
6. Tithe can be deducted for on-campus work and sent to any **Canadian Conference** of your choice. Information on how to do this is found on the *Student Employment Agreement Form*.
7. In order to receive pay for work rendered, each student must complete a **Student Employment Agreement** with the Supervisor and turn that form into the Student Employment Office. You will also need to read and agree to and accept the *Student Employment Policy & Procedure Manual for Student Employees*. (This information and signature form can be found on the Student Employment Web Site.)
8. There is a campus-wide wage range, which is as follows:

Category 1	\$5.90 to \$6.50 per hour
Category 2	\$6.50 to \$7.25 per hour

- Students who are new to the CUC/PAA work program should begin at the bottom of their respective pay range.
- Pay increases are granted following the completion of a Student Employee Evaluation and its submission to the Student Finance Office.
- Shift differentials may occur, where applicable, subject to the approval of the Student Finance and Financial Aid Committee.
- Exceptions may be made upon written request by the work supervisor to, and subject to the approval of the Student Finance and Financial Aid Committee.

STUDENT FINANCE OFFICE USE ONLY

Date Received in SFO: _____ Work Availability Form Received? Yes No

Date Entered in Contact Master: _____ Date Set-Up in Web Forms: _____