

## INSTRUCTIONS TO COMPLETE WORK STUDY APPLICATION

The link to the application site is <https://workstudy.gannon.edu>

To apply for work study, students must create an account using their email address and a password.

Click here for the 'Create Login' page.

Welcome to the Job Application Management site.

If you are new to our site, click the **Create Login** link below.

If you have a current application on file and would like to review it or apply for a new posting, login below with your email address and password.

email address :

password :

[VIEW JOB POSTINGS](#) [LOGIN](#) [Create Login](#) | [Forgot Password?](#)

We recommend you use your Gannon email address as all correspondence regarding work study will be sent to your Gannon email. If you are an incoming student and do not yet have your Gannon email address, you may use any other valid email address. When you have completed the form click on 'Create'.

**Create Login**

Please enter a valid email address and a password.  
A forgotten password will be emailed to the address entered below.

email address :

password :

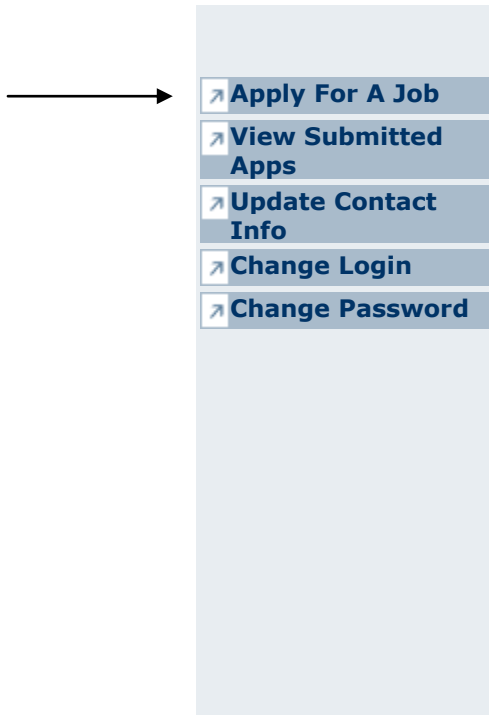
confirm password :

[Forgot Password?](#)

[CREATE](#)

You will be taken to the following page.

From the left menu, click on ‘Apply For a Job’.



### Welcome to Application Management!

- Click on **Apply For A Job** to search for open positions. Once you find a position to apply for, click on the name of the position to review the details. Click on 'Review & Submit Application' to complete the online application.
- Click on **View Submitted Apps** to review and print applications already submitted online.
- Click on **Update Contact Info** to change your pertinent contact information. Please keep your contact information updated. You may update your information at any time. These updates will be reflected immediately on any applications that have been previously submitted.
- Click on **Change Password** to change your site login information. If you ever forget your online password, use the Forgot Password link and a new system generated password will be emailed to you.

Click on the ‘Job Title’ you want to apply for.

<u>Job Title</u>	<u>Department</u>	<u>Closing Date</u>
▣ Academic Year Work Study	Student Work Study	
▣ Summer Work Study		

The jobs are listed as ‘Summer Work Study’ and ‘Academic Year Work Study’ and are dated for each particular term.

These applications are not for specific jobs; they are generic to allow the Financial Aid office to determine if you are eligible for work study. You must complete both applications if you want to work both summer and the academic year.

The job description and other information will pop up. After reading this information, click on



to complete the application.

The following pages explain the applicant information. All 'required fields' must be answered in order to submit your application.

### Contact Information

\* indicates required field

Personal Information	Address
<p>* First Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>* Gannon Student ID# <input type="text"/></p> <p>* Phone Number: <input type="text"/> Location: <input type="text"/></p> <p><small>XXX-XXX-XXXX</small></p> <p>* Grade Level: <input type="radio"/> FR <input type="radio"/> SO <input type="radio"/> JR <input type="radio"/> SR <input type="radio"/> GR</p> <p>* Expected Date of Graduation: <input type="text"/> / <input type="text"/> / <input type="text"/></p>	<p><b>Present Address:</b></p> <p>* Address: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text"/> * Zip Code: <input type="text"/></p> <p><b>Permanent Address:</b></p> <p>* Is Same As Above? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/> Zip Code: <input type="text"/></p> <p>* Email Address: <input type="text"/></p>

**\*\*Be sure to indicate if you have previously worked at Gannon. This information is necessary for Payroll purposes.**

### Previous Gannon University Employee

\* Have you ever been employed by Gannon University?  
 Yes  No

From:  /  /  To:  /  /

Position(s) Held:	Department:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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Click on 'Next' after the form has been completed.

**Prescreen Questions:**

**‘Have you completed a FAFSA for the 20xx-20xx Academic Year?’**

**A student must have filed their most recent FAFSA to proceed.**

If you have not filed your FAFSA, you cannot submit your application.

On the following page, please provide your social security number, birth date and family member information (if applicable). (The site is secure.)

International students are not required to provide social security information.

Sensitive Information	
<b>Additional Information</b>	
Social Security Number: <input type="text"/> <small>XXX-XX-XXXX</small>	Birth Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
*International Students do not need to enter a Social Security Number	
<b>Relationships</b>	
Please disclose any family members who are employed by Gannon University.	
Name: <input type="text"/>	Relationship: <input type="text"/>
Name: <input type="text"/>	Relationship: <input type="text"/>

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Click ‘Next’.

You are required to complete the ‘Important Information’ data. These are required fields, and you will not be able to submit your application if they are left blank.

**Gannon University Work Study Program**

**Important Information**

\* First Name:  Middle Name:

\* Last Name:  \* Gannon Student ID Number (7 digit):

\* Students must agree to abide by the regulations set forth in this Employee Pamphlet  
**REVIEW AND ACCEPT AT THE BOTTOM OF THIS PAGE.**

Click on ‘Next’ at the bottom of this page.

On the next page you must click on the ‘Yes’ button to accept the terms of employment. Click on ‘Submit Application’ to finalize your application.

\* I agree to be bound by all agreements and affirmations stated herein this application and Employee Pamphlet....

Yes  No

An Equal Opportunity Employer

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[Save & Return Later](#)

[SUBMIT APPLICATION](#)

You will receive a confirmation page stating ‘YOUR APPLICATION HAS BEEN SUBMITTED’. This message acknowledges that your application has been sent to the Financial Aid office. Please do not submit additional applications.

Your application will be reviewed by the Financial Aid office, and a message containing further information will be sent to your email address.

- For Summer work study applications received by the end of April, emails will be sent the first week of May. Allow one week for an email for applications received after May 1<sup>st</sup>.
- For the Academic Year: Prior to the start of the semester, or within 48 hours of receipt of your application after the term begins, an email will be sent to your Gannon email address. The email will indicate when you can begin working, and if any additional paperwork is required.

Eligible students will be placed on a list that Supervisors can review online when they are ready to hire. Through the online process, the hiring Supervisor will approve the student to work for their department. Notification will be received by the Financial Aid office, who will submit the student record to payroll after final approval.