

## INSTRUCTIONS TO COMPLETE WORK STUDY APPLICATION

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

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 :

[CREATE](#) [Forgot Password?](#)

You will be taken to the following page. From the left menu, click on 'Apply For a Job'.

→ **Apply For A Job**

**View Submitted Apps**

**Update Contact Info**

**Change Password**

**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.

The 'Search' box will allow you to search for the job(s) you want to apply for. To find the Summer and Academic Year work study jobs, type in 'student' in the box as shown and click on 'Go' to take you to the 2 student jobs.

To search for a particular job title complete the field below and click "go".  
You can also search for all available positions by clicking [here](#).

SEARCH  Go

The student jobs are listed as 'Student Summer Work Study' and 'Student Academic Year Work Study'. You must complete both applications if you want to work both.

Click on the job you want to apply for. The job description and other information will pop up. After reading this information, click on **Apply** to complete the application.

**A student must have filed their 2009-2010 FAFSA to proceed.** Click 'Next' after answering the Prescreen Question.

**Prescreen Questions**

\* Have you submitted your 2009-2010 FAFSA?

International students are not required to file a FAFSA; select International Student

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The following pages are the applicant information.

### 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>Other Name: <input type="text"/></p> <p>* Phone Number: <input type="text"/> Location: <input type="text"/></p> <p><small>xxx-xxx-xxxx</small></p> <p>Phone Number 2: <input type="text"/> Location: <input type="text"/></p> <p><small>xxx-xxx-xxxx</small></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><b>Previous Gannon University Employee</b></p> <p>Have you ever been employed by Gannon University? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Position(s) Held: <input type="text"/></p>	<p>From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Department: <input type="text"/></p>

Click on 'Next' at the bottom of page.

On this page, you are required to submit your Social Security Number. (It is a secure website.) You can disregard the other questions.

## Sensitive Information

**Voluntary Affirmative Action Questionnaire:** Racial, cultural and gender data is used for statistical purposes in evaluating the recruitment process, the diversity of the applicant pool, and the affirmative action efforts of Gannon University. It does not affect the selection process. Submission of this data is entirely voluntary. This data is not shared with hiring managers, committee members or chairs.

Race: (select appropriate box)

- White/Caucasian
- Black or African American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander

Gender:

- Male
- Female

Ethnicity Information:

- Of Hispanic or Latino origins
- Not of Hispanic or Latino origins

Are you authorized to work and remain in the United States?

- Yes  No

### Military History

Have you ever served in any branch of the military services?

- Yes  No

If yes, what branch(es)?

Highest Rank:

Rank at Discharge:

### Criminal History

"Convicted of a crime" means entry of a final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in a court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

Have you ever been convicted of a crime?

- Yes  No

If yes, give details including charges, dates and locations. A conviction will not necessarily disqualify an applicant from the position sought.

### Additional Information

Social Security Number:

xxx-xx-xxxx

Birth Date:

 /  / 

Driver's License No.:

Driver's License State:

Currently Valid:

- Yes  No

### Relationships

Please disclose any family members who are employed by Gannon University.

Name:

Relationship:

Name:

Relationship:

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Click 'Next' after supplying your Social Security Number.

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:
<input type="text"/>	<input type="text"/>
* Last Name:	* Gannon Student ID Number (7 digit):
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

\* 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 and the next page. On the third page you must read the Confidentiality Statement, and Click on the 'Yes' button to accept the terms of employment. Click on 'Submit Application' to finalize your application.

\* Confidentiality Statement: I understand the confidentiality issues discussed with my supervisor and I will adhere to those guidelines with the understanding that I will be terminated from this position upon violating this trust.

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'.

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 week of May 4<sup>th</sup>. Allow one week for an email for applications received after May 1<sup>st</sup>.
- For the Academic Year, emails will be sent in August.

**Returning students:** There is no longer a paper Authorization Form that you need to pick up in Financial Aid and have a Supervisor sign. Approved 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.