TEMPORARY EMPLOYMENT APPLICATION

DEPARTMENT OF MATHEMATICS & STATISTICS

Submit a paper copy to Neill Hall 103, or email a completed PDF to math.stats@wsu.edu

Priority application deadlines: **Fall hire**: August 1st | **Spring hire**: November 30th

Name: _____ **WSU ID#:** _____

Home/Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **WSU Email:** _____

NOTE: Appointments begin as early as 8/16 for Fall or 1/1 for Spring. If selected for employment, you are expected to be available starting on the first working day as there may be mandatory training/meetings with supervising instructors. Positions may be offered after the first day of the semester depending on enrollments. Hourly appointments require daily time tracking in Workday – WSU's web-based payroll and personnel system.

I9-employment eligibility must be completed within 3 working days of your start date if you have not previously worked for WSU. Visit math.wsu.edu/positions for a list of acceptable eligibility documents. These must be presented at your time of hire to complete your I9 verification. International students who are unable to meet US employment eligibility requirements may opt for no pay and receive Math 497 (Instructional Practicum) credit instead.

Applying for: **Semester:** ☐ Fall ☐ Spring ☐ Summer **Pay option:** ☐ Hourly Pay ☐ Math 497 credit

Choose one – apply separately for multiple semesters

NOTE: *Part-time employment allows a MAXIMUM of 20 hours/week.*

☐ Teaching REQUIRES cumulative GPA of 3.7 or above.

Math 100- 10hrs/week, Math 171/172 lab- 12hrs/week, Stat 212 lab- 8hrs/week

☐ Grading REQUIRES 2 hours/week of tutoring at Math Learning Center; Max hours/week you can work: _____

☐ MLC Tutoring Max hours/week you can work: _____

List three Math/Stat courses you can tutor: 1. _____ 2. _____ 3. _____

Pre-Hire Questions

Are you fully vaccinated against COVID-19? ☐ Yes ☐ No, I have a WSU-approved exemption

NOTE: *Fully vaccinated means it has been at least 2 weeks since your final dose. Proof is required at time of hire.*

Have you worked for WSU before? ☐ Yes ☐ No Have you worked for Math/Stat before? ☐ Yes ☐ No

Are you a citizen of the US? ☐ Yes ☐ No → If **no**, are you authorized to work in the US? ☐ Yes ☐ No

Are you work-study eligible? ☐ Yes ☐ No → If **yes**, is it: ☐ Federal W/S or ☐ State W/S

Major: _____ **Minor** (if applicable): _____

Class standing: ☐ Sophomore ☐ Junior ☐ Senior **Cumulative GPA**: _____

NOTE: *The department does not normally hire freshmen; sophomores or juniors with less than a 3.25 GPA; or seniors with less than a 3.0 GPA.*

List up to eight of your most recent Math/Stat courses and the final grade received in each:

If a course is in-progress, leave the grade blank. *If including transfer credit, list the WSU-equivalent Course Number.*

Course NUMBER (i.e. Math 106)	Grade	Course NUMBER	Grade

Additional courses you feel should be noted:

Tutoring experience:

I certify that the information provided here is true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application my result in my release. Upon signing my contract, I agree to all terms and assignments therein. Breach of contract may result in my termination.

Signature: _____ **Date:** _____