UNI Office of Financial Aid & Scholarships  
Application for Employment

Job Title: Student Advisor  
Contact Person: Jack Murphy (jack.murphy@uni.edu)

This position requires a commitment to work the number of hours per week indicated on the job listing during fall, spring, summer, and school breaks. You must be enrolled at least half time for fall and spring terms.

| Name: ____________________________ | Student ID#: __________ |
| Phone Number: ________________________ | Voicemail OK? Y/N |
| Email: ______________________________ | ________________________ |

Grade level: ____________________________  
Expected Graduation Date: ____________  
Major: ________________________________  
Minor: ________________________________

Did you apply for financial aid for the current year? YES NO

Were you awarded Work Study for the current year? YES NO

If necessary, would you reduce your loan to receive Work Study? YES NO

Will you be available to work during breaks and summer? YES NO

For Office Use Only: EFC _________  WS _________  GPA _________
WORK HISTORY
Start with your current or most recent job

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Title and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WRITTEN EXERCISE
Please write a thorough explanation for the questions.

1. Please list personal and professional qualifications that would assist you in this job.

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

2. Please explain why you want to be employed by the UNI Office of Financial Aid & Scholarships and how you think you can be an asset to our office.

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
3. A majority of this position will be conveying complex information while maintaining confidentiality. Please explain why it is important to ensure accuracy in the information that comes out of the Office of Financial Aid & Scholarships and what things can be done to achieve this.

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

4. This position requires you to interact with current and prospective students, along with parents. Please explain how you will be able to communicate effectively and remain positive each day of work.

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

5. Please state any additional information you feel would be helpful to us in considering your application for this job.

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Please indicate with an “X” the hours that you are **NOT AVAILABLE** to work.

### FALL 2021

<table>
<thead>
<tr>
<th></th>
<th>8-9</th>
<th>9-10</th>
<th>10-11</th>
<th>11-12</th>
<th>12-1</th>
<th>1-2</th>
<th>2-3</th>
<th>3-4</th>
<th>4-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate when you would be able to start working (Month & Day): ______________________

I understand that to maintain my eligibility to work as a student, I must be enrolled at least half time, not including summer session.

The facts set forth on this application are true and complete. I hereby authorize UNI to check my past work experiences and review educational transcript materials. I also authorize any reference source to provide UNI with any and all information concerning my previous record and release all parties from all liability for any damage that may result from furnishing this information to you.

Signature: ___________________________________________ Date: ______________