**SUMMER VITERBO STUDENT EMPLOYMENT APPLICATION INSTRUCTIONS**

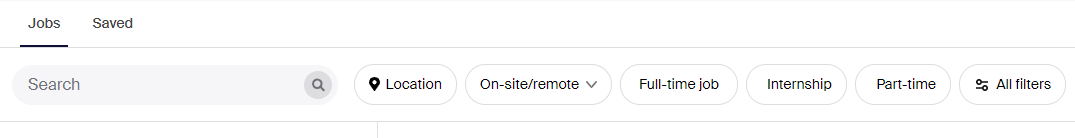
1. Go to <https://www.viterbo.edu/advising-and-career-development/handshake> and click on the Handshake logo at the top of the page. A black text on a white background

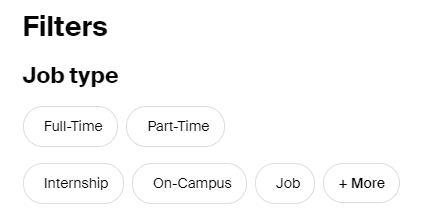
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2. Log into Handshake using your Viterbo email and password. If you are new to Handshake, the system will prompt you to fill out your profile. A video explaining this process is on the career services Handshake page under the *Students* section, called “Sign in for the First Time.”
3. Once you are logged in, click on “Jobs” in the left menu.

A screenshot of a phone

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1. Choose “All filters” from the menu next to the search bar in the Jobs tab, then select “On-Campus” from the pop up.





1. Review summer on-campus positions and apply for those that interest you by following the application instructions in Handshake. You may not apply for positions marked Work Study Eligible Only.
2. When hired, your supervisor will complete the bottom portion of the application form and will return the signed form to the Financial Aid Office. Electronic signatures are acceptable.

NOTE: Supervisors can email completed form to [financialaid@viterbo.edu](mailto:financialaid@viterbo.edu).

***Viterbo Summer Student Employment Application***

**Student Section**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Grad Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Hours per Week you are available to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you available to work May – August? Yes No**

**If “No”, what are available dates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you had Summer Employment or Federal Work-Study before? Yes No**

**If “Yes”, in what departments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My electronic signature below certifies that I am a continuing student who will attend Viterbo in the coming fall semester. I understand that because Summer Employment is funded by the University and not Federal dollars, completion of an application does not guarantee a job; and hiring will be done by individual supervisors based on interviews and available hours.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Section**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of hours per week above student is hired for: \_\_\_\_\_\_\_\_\_\_\_**

**Work Date Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My electronic signature below certifies I have been in contact with the above student and have agreed upon the weekly hours and work range listed.**

**Signature of Supervisor:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**