

## **Student Employment Application Form Instructions**

### **(Non College Work-Study)**

1. Review available positions in the On-Campus Student Employment binder in Career Services or on the web at [www.uhcl.edu/portal/page/portal/STUDENTS\\_AND\\_ALUMNI/On\\_Campus\\_Student\\_Jobs](http://www.uhcl.edu/portal/page/portal/STUDENTS_AND_ALUMNI/On_Campus_Student_Jobs)
2. Complete a [Student Employment Application](#).
3. Return completed application to the Office of Career Services for verification and forwarding to the employing department(s).
4. Upon receipt and review of the applications, employing departments will contact candidates directly for interviews.
5. Departments will schedule interviews and make the hiring selection.

Note: These instructions do not apply to Work-Study jobs. For information about Work-Study on campus employment, contact [Student Financial Aid](#).