

**PORTLAND ADVENTIST ACADEMY**

**Student Work Application**

Name \_\_\_\_\_ School Year 20\_\_\_\_/20\_\_\_\_\_

Address: \_\_\_\_\_ Class: FR SO JR SR

\_\_\_\_\_ Telephone \_\_\_\_\_

Social Security No \_\_\_\_\_ (All workers **MUST** have a S.S. Number)

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Briefly list your work experience, your skills, what duties you have performed, where you worked, and the name of your supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What time will you be available to work? (Circle One) Before School After School Free Period

The school has several areas where work may be available including: grounds, custodial, teacher's helper, gymnasium, maintenance, and office help. Please list your top three choices. All job assignments are subject to availability and are limited to students enrolled at Portland Adventist Academy.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please fill out a W-4 and an I-9 forms as required by the Federal Government. When you return these forms, you will also need to submit acceptable original documents for verification as listed on the back of the eligibility form.

Would you like to have tithe directly deducted from your earnings? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you applied for a YES Scholarship? \_\_\_\_\_ If you need financial assistance, and haven't applied yet, please call the Vice Principal of Finance at school.

I understand that working at PAA is a privilege. I will report promptly to my supervisor and do my work courteously and faithfully. I have read and agree to abide by the "Portland Adventist Academy Student Worker Expectations" which is part of the application form. I understand that my earnings will be applied directly to my school bill.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date