

GUIDELINES FOR APPOINTMENT OF GRADUATE ASSISTANTS

Eligibility

To be qualified for a graduate assistant appointment, the applicant must have been successfully accepted into one of the Franklin Pierce University Graduate degree programs.

Priority in filling new appointments

If the number of qualified applicants exceeds the number of assistantship positions available, priority will be based on the following considerations:

1. Departmental needs in terms of the responsibilities and skills outlined above
2. Academic program
3. Undergraduate record

Reappointment

Current graduate assistants will be reappointed subject to the following conditions:

1. Request to continue Graduate Assistant Program submitted to Human Resources.
2. Satisfactory performance of assigned responsibilities
3. Satisfactory progress toward degree (*see GA Handbook*)
4. Availability of funds to support the assistantship
 - a. If insufficient funds are available, the percentage of appointment or length of appointment may be reduced.
 - b. If some students cannot be reappointed due to insufficient funds, retention will be based on priorities listed above.

Application

An application form for assistantships is posted on the Human Resources website. Candidates may also attach a resume to the application form.

Deadlines

For full consideration, applications for new appointments should be made no later than April 1st.

APPLICATION FOR GRADUATE ASSISTANTSHIP

Franklin Pierce University

Date	
Last Name	
First & Middle Name	

Street Address/Apt#		Social Security #	
City, State, Zip		Email (print clearly)	
Country		Phone:	

Have you been admitted to Franklin Pierce University's Graduate School? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes," when?
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What Program?	
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Term and Year that you plan to begin classes: Graduate term(s) you wish to receive a graduate assistantship: Are you a current graduate assistant? If "yes," please identify academic year and Department.	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
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Undergraduate & Graduate Degrees	Date Earned or Expected	College/University	Grade Point Average

Name of Present or Previous Employer	Type of Work	Dates Employed			
		From:		To:	
		From:		To:	
		From:		To:	
		From:		To:	

SKILLS	
Computer software packages:	
Computer languages:	
Language other than English:	
Other:	

REFERENCES – PROFESSIONAL

Please list persons, other than relatives, whom you have known at least one year and can comment on your skills and job performance.

1.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship
2.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship
3.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship
4.	_____	_____	_____	_____
	Name	Address	Telephone Number	Relationship

CRIMINAL CONVICTIONS

In the past years have you been convicted of a felony? ☐ Yes ☐ No

If yes, on a separate sheet of paper, describe each felony, dates, sentence imposed, court convicted, case disposition, and any mitigating circumstances that you might wish Franklin Pierce University to know about.

(Note: A conviction record will not necessarily be a bar to employment. Factors such as your age at the time of the offense, the seriousness and nature of the offense, rehabilitation, and the relation of the offense to employment will be taken into account.)

AUTHORIZATION

I certify that the information that I have supplied in this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been hired, no matter when discovered.

I understand that all offers of employment are conditional upon proper documentation. I authorize Franklin Pierce University to investigate all statements contained in my application or résumé, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Franklin Pierce University. I authorize the references provided to disclose information regarding my employment history, character and general reputation to Franklin Pierce University, without giving my prior notice of such disclosure.

I release Franklin Pierce University, its agents, any former employers and all references I have listed from any and all claims, liabilities or demands arising out of or related to such investigation, disclosure or related information.

Date

Signature

EQUAL EMPLOYMENT OPPORTUNITY

Franklin Pierce University is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other class protected by law.

Applicants with disabilities may, consistent with the Americans with Disabilities Act, request accommodation necessary to participate in the application process.

You will be required to provide the appropriate paperwork of legal authorization to work in the United States.