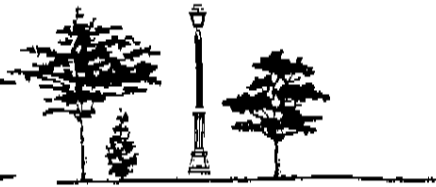


BOROUGH OF

SELINGSGROVE



510 NORTH HIGH STREET - SELINGSGROVE, PENNSYLVANIA 17850-2548 - PHONE (570) 374-2311

FAX (570) 374-8902

FAX TRANSMITTAL FORMFAX NUMBER: 570-837-5267TO: mid-west Guidance OfficeFROM: Joyce LokitusTODAY'S DATE 3/21/2019 NO. OF PAGES 6
(Including this page)COMMENTS: ☐ Please call sender after you review fax
☒ Submitted as requested or for your information

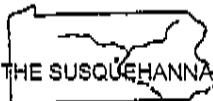
Selinsgrove Borough will be accepting job applications from interested college students and college-bound students who are eligible for PHEAA State Grants.

Attached is a listing of available positions for the 2019 Summer Work - Study Program. Also attached is an application form to be completed by the student and forwarded to our office. Job application deadline is Wednesday, May 15, 2019.

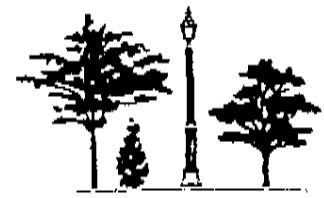
Students may contact the Selinsgrove Borough Office at 570/374-2311 with any questions.

Please call 570-374-2311 if all pages do not arrive. This is our voice number and answered 24/7 by a voice message system when no one is available to answer in person.

Our FAX number is 570-374-8902. FAX are answered automatically 24/7 without verbal acknowledgement.



BOROUGH OF SELINGROVE



ONE NORTH HIGH STREET - SELINGROVE, PENNSYLVANIA 17870-1548 - PHONE (570) 374-2311

FAX (570) 374-8902

JOB OPENINGS FOR THE 2019 SUMMER TERM

Selinsgrove Borough will be accepting applications from interested college students and college-bound students who are eligible for PHEAA grants. Applicants must be a resident of Snyder, Union, Northumberland or Montour Counties. Applications are available at the Borough Office. Applications are due by Wednesday, May 15, 2019.

Please indicate if you are interested in: FULL-TIME _____ or PART-TIME _____ work.

Please indicate which position(s) you are interested in.

_____ **OFFICE ASSISTANT (B49)** – Work within the Borough's Administration Office to update and enhance the Borough Web Page, scan and digitize documents, general typing and photocopying, prepare reports, and other duties as directed. Duties consistent with demonstrated ability. With satisfactory performance, continuation of work under program through 2018/2019 Academic year and subsequent program years is possible.

_____ **WATER DISTRIBUTION ASSISTANT (S35)** – Work with the Borough's Water Department to operate and maintain the Borough's Public Water System, including the collection and processing of daily records, the updating of the Borough's GIS database on the Water System and the maintenance of the Water Department facilities. With satisfactory performance, continuation of work under program for subsequent summer terms is possible.

_____ **WASTE WATER TECHNICIAN (S46)** – Work with the Borough's Waste Water Department to operate and maintain the Borough's Sanitary Sewerage System, including the updating of the Borough's GIS database on the Waste Water System and the maintenance of the Waste Water Department facilities. With satisfactory performance, continuation of work under program for subsequent summer terms is possible.

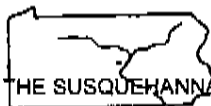
_____ **RECYCLING ASSISTANT (S52)** – Work with the Borough's Solid Waste / Recycling Department to operate and maintain the Borough's Recycling Program, including the collection and processing of records and the maintenance of the Solid Waste / Recycling Department facilities. With satisfactory performance, continuation of work under this program for subsequent summer terms is possible.

_____ **MARKETING ASSISTANT (Y01)** – Work with the Borough Office to assist in the development and conduct of marketing and promotional activities and other duties and responsibilities as directed. Duties assigned will be consistent with demonstrated ability. With satisfactory performance, continuation or work under program through academic year and subsequent program years is possible.

Please fill out the attached forms and return to the Selinsgrove Borough Office. If you have any additional questions, please do not hesitate to call the Borough Office at 570-374-2311.

Signature

Date



2019 SUMMER SWSP Student Application/Placement Form

Complete the Student Data Section (Section 1). To avoid delays in processing your application, please be sure that all information is accurate and complete. Incomplete applications will be returned.

Once you have completed the Student Data Section, your employer will need to fill out the Employer Data Section (Section 2). Employers with access to PHEAA's Remote Services MUST submit the completed SWSP Student Application/Placement Form electronically. Otherwise, the application can be mailed. PHEAA will notify both you and your employer of your SWSP eligibility. You may also view the status of your application online at PHEAA.org/AccountAccess.

FILING DEADLINES

PHEAA must receive this completed form on or before:

► June 30, 2019 - Summer Employment (May 6 2019 - August 10, 2019)

1. STUDENT DATA

PLEASE PRINT CLEARLY. Illegible information may cause delays in processing your request.

* Refer to school code listing. If your school is not listed, please verify that the full school name is provided in the "SCHOOL NAME" section.

** Refer to major/minor code listing. If your major/minor is not listed, please provide the full name of your major/minor in the space provided for the code.

SOCIAL SECURITY # _____ NAME _____

PERMANENT HOME ADDRESS (Street Address/City/State/Zip) _____

HOME PHONE # (including area code) _____ CELL PHONE # (including area code) _____

EMAIL ADDRESS _____

SCHOOL CODE & NAME OF POSTSECONDARY INSTITUTION YOU ARE GOING TO ATTEND:

SCHOOL CODE* _____ SCHOOL NAME _____

EXPECTED COLLEGE GRADUATION DATE: MONTH _____ YEAR _____

MAJOR CODE** _____ MINOR CODE** _____

SELECT YOUR ACADEMIC LEVEL FOR THE UPCOMING FALL SEMESTER:

☒ FRESHMAN ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR ☐ GRADUATE STUDENT

SELECT YOUR ENROLLMENT STATUS FOR THE UPCOMING FALL SEMESTER:

☒ FULL-TIME (12 or more credits) ☐ HALF-TIME (6 or more, but less than 12 credits) ☐ PART-TIME (Less than 6 credits)

Only list an alternate address if you wish to have SWSP correspondence mailed to an address other than your permanent home address.

ALTERNATE ADDRESS (Street address/city/state/zip) _____

ALTERNATE PHONE # (including area code) _____

STUDENT CERTIFICATION: I certify that all information provided on this form is accurate and true. I understand that falsifying information may be punishable by law and that submission of this form does not guarantee that I will be approved to work as a SWSP student employee of the organization listed on the other side of this form.

Signature _____

Date _____

022319
2019 Summer

NEXT: Submit your application to your employer. Be sure to verify all applicable sections are complete and accurate.

Postsecondary Institution Codes

00322900	Albright College	00328900	Lehigh University
00205702	Allegheny Coll. of MD-Everett Ctr.	00329000	Lincoln University
00205701	Allegheny Coll. of MD-Somerset Ctr.	00332300	Lock Haven University of PA
00323000	Allegheny College	00681100	Luzerne County Community College
00323300	Alvernia University	00329300	Lycoming College
00323500	Arcadia University		
		00329400	Manor College
00331500	Bloomsburg University of PA	00332400	Mansfield University of PA
00323700	Bryn Mawr College	00329600	Marywood University
00323800	Bucknell University	00329700	Mercyhurst University
00323900	Bucks County Community College	00329800	Messiah College
00324000	Butler County Community College	00332500	Millersville University of PA
		00324700	Misericordia University
00324100	Cabrini College	00445200	Montgomery Co. Community College
00335100	Cairn University	00330000	Moore College of Art
00331600	California University of PA	00330100	Moravian College
00330300	Carlton University	00330200	Mt. Aloysius College
00324200	Carnegie Mellon University	00330400	Muhlenberg College
00324300	Cedar Crest College		
00489000	Central Pennsylvania College	00398800	Neumann University
00324400	Chatham University	00719100	Northampton Community College
00324500	Chestnut Hill College		
00331700	Cheyney University of PA	00330900	Peirce College
00331800	Clarion University of PA	02107300	Pennsylvania Academy of Fine Arts
	Community College of Allegheny Co.	00339500	Pennsylvania Coll. of Technology
00323100	Allegheny Campus	03180400	Pennsylvania Highlands Community College
00323101	Boyce Campus		
00323102	North Campus	01099800	Pennsylvania Inst. of Technology
00323103	South Campus	00332900	Pennsylvania State University (The)
00680700	Community College of Beaver County	00335400	Philadelphia University
00324900	Community College of Philadelphia	00335700	Point Park University
00711000	Delaware Co. Community College	01038800	Reading Area Community College
00325200	Delaware Valley College	00335900	Robert Morris University
00398600	DeSales University	00336000	Rosemont College
00325300	Dickinson College		
00325600	Drexel University	00336400	St. Charles Borromeo Seminary
00325800	Duquesne University	00336600	St. Francis University
		00336700	St. Joseph's University
00332000	East Stroudsburg University of PA	00336800	St. Vincent College
00325900	Eastern University	00336200	Seton Hill University
00332100	Edinboro University of PA	00332600	Shippensburg University of PA
00326200	Elizabethtown College	00332700	Slippery Rock University of PA
		00336900	Susquehanna University
00326500	Franklin & Marshall College	00337000	Swarthmore College
00326600	Gannon University	00337100	Temple University
00326700	Geneva College	00337600	Thiel College
00326800	Gettysburg College	01239302	Thomas Jefferson University
00326900	Grove City College		
00327000	Gwynedd Mercy College	00337800	University of Pennsylvania
		00337900	University of Pittsburgh (Main)
00327200	Harcum College	00338000	Univ. of Pittsburgh at Bradford
00327300	Harrisburg Area Community College	00338100	Univ. of Pittsburgh at Greensburg
00327400	Haverford College	00338200	Univ. of Pittsburgh at Johnstown
00327500	Holy Family University	00338300	Univ. of Pittsburgh at Titusville
		00335300	Univ. of the Sciences in Philadelphia
00327600	Immaculata University	00338400	University of Scranton
00327700	Indiana University of PA	00335000	University of the Arts
		00330600	University of Valley Forge
00286903	Jamestown Community College - Warren Center	00338500	Ursinus College
00327900	Juniata College		
		00338800	Villanova University
00328000	Keystone College		
00328200	King's College	00338900	Washington & Jefferson College
00332200	Kutztown University of PA	00339100	Waynesburg University
		00332800	West Chester University of PA
00328300	Lackawanna College	00339200	Westminster College
00328400	Lafayette College	01017600	Westmoreland Co. Community College
00328500	Lancaster Bible College	00331300	Widener University
00398700	La Roche College	00339400	Wilkes University
00328700	La Salle University	00339600	Wilson College
00328800	Lebanon Valley College		
00681000	Lehigh Carbon Community College	00339900	York College of PA



**HELPING STUDENTS
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Frequently Asked Questions (Continued from front)

How Do I Know If A Job Qualifies?

Many jobs qualify for SWSP. The general rule is that any job that is in some way related to your major or minor course of study is eligible.

How Many Hours Can I Work?

You may work up to 40 hours per week during the summer term.

Who Pays Me Under SWSP?

Your employer will pay you for all hours worked. Your pay rate must be at least the prevailing minimum wage and will be determined by the employer based upon your classroom knowledge, prior work experience, employer's budget, etc. Your employer is then reimbursed for a portion of your earnings.

NOTE: You will only be paid for the hours you actually work during the summer term. If you decide to seek employment for the academic year, you and your employer must submit another student application by the deadline date.

Where can employers get additional information about the SWSP?

Interested employers can get additional information and apply online at PHEAA.org/employers.

How Do I know If I Meet The PA Residency Requirements?

- PA State Grant recipients are automatically considered PA residents.
- Students under the age of 18 at the time of application must have a supporting parent or guardian living in Pennsylvania for at least 12 consecutive months immediately preceding the date of application.
- Students 18 and older must have lived in Pennsylvania for a period of at least 12 consecutive months immediately preceding the date of application.
- For additional residency information, please refer to the Pennsylvania State Grant FAQs at PHEAA.org.

PENNSYLVANIA STATE WORK-STUDY APPLICATION

State Grant and Special Programs
P.O. Box 8157
Harrisburg, PA 17105-8157

800-692-7392
PHEAA.org
swsp@pheaa.org

These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA) for informational purposes. Although the information contained in this document is believed to be accurate at the time of printing, PHEAA does not guarantee its accuracy. You should independently verify that this information is correct.

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